



Elizabeth Grove

Children's Centre

for Early Childhood
Development and Parenting



Information Book

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Respect Wellbeing Excellence



Welcome to Elizabeth Grove Children's Centre where we strive to bring together education, care, health, community development and family services for our families and their young children.

Term dates in 2019

28 January-12 April 2019

29 April-5 July 2019

22 July-27 September 2019

14 October- 13 December 2019

Centre Philosophy

At Elizabeth Grove Children's Centre, we are committed to providing quality education and care that is inclusive and respectful of children, families and staff members. We believe that children are capable and curious learners. We value the prior knowledge, skills and experience children bring to the centre and staff support them to build on from this.

We aim to provide a safe, challenging and enjoyable learning environment where children explore, create, imagine, express ideas, solve problems, take risks and develop dispositions and skills to support them as life-long learners.

We believe children learn best through play using open ended learning experiences, exploring the natural environment, creating their own learning and having access to qualified adults to facilitate and guide them to maximize their learning potential.

We provide opportunities for children to develop positive relationships with other children and with trusted adults, to become strong in their social and emotional wellbeing and to support a positive sense of identity.

The Early Years Learning Framework is the foundation of our curriculum. The ongoing learning of staff members is important in achieving best outcomes for children and supporting children's knowledge, skills and dispositions as life-long learners.

Through our culture of continual improvement, we are constantly reflecting on what we do to support children and families, and we have high professional standards and high expectations for children's learning outcomes.

We acknowledge the diversity of families and support open and honest communication. We encourage family and community participation in the service and respect the rights of families to have varied levels of involvement. We aim to support parents and caregivers in their parenting and to be responsive to children and families voice (opinions/ideas). We believe that through joint collaboration with families, the campus and the community we can achieve optimum learning outcomes for children.

Opening hours in 2019

Preschool

Monday and Tuesday 8:45am to 2.45pm and Wednesday 8:45-11:45 am.

Children must turn 4 years of age by 30th April to enrol in preschool and can access 15 hours of preschool a week during term time. Aboriginal and Torres Strait Islander children and children under the Guardianship of the Minister can commence preschool at 3 years of age. They can access preschool for 12 hours per week (4 three hour sessions). Children who have parents in the military services may start early. Sometimes hours of preschool are negotiated when a child has specific needs that mean it is not in the child's best interest to follow the normal enrolment pattern.

Other days may be available depending on final numbers at the beginning of the year.

Occasional Care

Friday: 9:30a.m -12:30 p.m. Birth to 3 years

Thursday 8:45-11:45 for children going to preschool at Elizabeth Grove Children's Centre in 2020

Occasional Care (OCC) is a flexible form of care for children who do not access a Department for Education funded service such as preschool. This service is available for children aged 10 weeks up to the time they start in a Department for Education preschool. The maximum enrolment is usually one session per week (3 hours) but it depends on availability. Parents can book either a regular booking or an occasional booking.

Playgroups

This centre has various playgroups operating.

Office Hours

Term time

Monday to Thursday 8:45a.m-3: 45p.m

Friday 9:00a.m-12: 30p.m

On occasions the centre may be closed Friday afternoons.

School holidays

Opening hours vary depending on when staff are working on site. The centre is closed for several weeks over the Christmas/New Year period.

Preschool Fees

Preschool: \$450.00 per year which includes excursions/incursions payable over Terms 1-3. There are different payment options available for parents/carers to

choose. Parents sign an agreement around the preferred payment option. If the fees are not up to date, the excursion/incursion charge is payable before the child can attend the event.

Other costs

These include:

Additional care - (after preschool/occasional care hours) -\$1 per minute.

Lunch -(\$4) Fruit snack (\$!) – if food is not provided or food is not consistent with centre policy/guidelines.

Laundering of hats -(\$1)- when a hat is provided by the centre if a child does not bring a hat when required.

Spare clothes - underwear \$2 and sock (\$2) if provided. Clothing \$4-\$8 per items if not returned within 5 days of being provided; nappies (\$1).

Occasional Care Fee- \$5:00 (no health care card) and \$1:50 (with health care card). They are paid on the day of care and are payable unless the booking is cancelled by the parent/guardian 24 hours before the enrolled day or earlier with a public holiday. Parents can phone and speak to a staff member or contact the centre via email – dl.2614.leaders@schools.sa.edu.au.

Staff

The staff of Elizabeth Grove Children's Centre are comprised of the director, a teacher, early childhood workers (to work with all children and also to support specific children) and a community development coordinator. At present there is no family services coordinator (social worker), occupational therapist or speech pathologist but these are part of the children's centre model at this site. The staff focus on building a positive, caring relationship with each child in the centre, with parents/carers and connecting with the campus and community.

Requirements before a child is able to start preschool

- A completed enrolment form including emergency contacts and permission forms is a requirement in case of an emergency.
- Immunisation information or a tick of 'no' to the immunisation question on the enrolment form.
- Approved proof of age: birth certificate, passport or Centrelink/Medicare information (for preschool).

- Medical or health reports on the child about any disability, health issues, allergies and/or developmental delay etc., plus a health care plan or toileting plan where applicable. A completed preschool support authorisation form will be necessary if a child is to receive preschool support.
- A signed payment plan form and Centrepay form if required (for preschool).
- A completed form about your child's interests and home life.
- Any court order for custody needs to be presented for the protection of your child.

Security and Collection of Children

We aim to provide an environment where children and parents/carers feel safe and secure. Children will only be released to a parent or a person nominated on the enrolment form and if there is an emergency, arrangements may be made with the parent/carer. If an adult is not known to staff members or does not appear to be 16 years of age or more, photo identification may be required once the parent is contacted. If in doubt a child may not be allowed to leave with the person. When parents/carers/emergency contacts do not collect a child within 30 minutes of closing time or when the child is regularly late being collected, SAPOL will be contacted. Please ensure the centre has current updated details of phone numbers for parents, carers and emergency contacts and the current address of parents/carers.

What to bring

Your child needs to bring a bag (with the name of the child) with all belongings. In the bag should be:

- Spare clothes
- A hat covering face and neck for Terms 1-4. The centre follows the UV rating when it is 3 or over hats must be worn. The hat can be left at the centre during the week days then sent home to be washed or kept in the child's bag constantly. It is important the hat is returned the following week and a rotation of two hats works well.
- Fruit and vegetable snacks (occasional care and preschool) and for younger children, staff will work with families around a plan.
- Lunch (preschool) packed separately to snacks in insulated containers with a frozen ice brick.

Please do not bring a drink bottle as the centre supplies water.

*Please note: It is the parent/carer's responsibility to **apply sunscreen** before session in weather requiring hats. Staff will re-apply as necessary. The daily UV rating is recorded at the centre.*

What to wear

Easily washable and comfortable clothing allowing free movement is best. No tank tops should be worn and upper arms must be covered (tops/dresses with sleeves). Sandals must have an ankle strap for safety reasons so *thongs* are *not permitted*. As a part of the centre's learning program children are encouraged to play with sand, mud, water, play dough, clay and other potentially messy materials. Where possible, children are encouraged to practice independent self-help skills, such as putting on one's own paint smock and washing hands. We suggest that you dress your child in clothes that children can manage themselves and won't matter if they get dirty.

All belongings must have your child's name clearly marked as otherwise they are easily lost.

Settling your child

Each child is an individual and we recognise that children respond differently to being left in care and may take a while to settle at the centre. Please speak with staff about any concerns you may have about this. Orientation visits are offered to allow families to visit the centre with children before their first day of preschool or occasional care. This provides an opportunity for children and parents/carers to become familiar with the centre and to get to know the staff. Children experience two orientation visits when commencing preschool or occasional care for the first time. The most effective way for a child to become familiar with the centre if starting preschool is to enrol the child in occasional care prior to starting preschool.

Behaviour Guidance

The children's centre is strongly committed to providing a positive environment for young children. The centre has a positive approach to behaviour guidance empowering children to make choices that show respect for oneself, other people and the environment. We believe that the foundation of supporting positive behaviours is for staff to build positive relationships with children and to support social skills development and a strong sense of wellbeing and belonging. We promote a warm, friendly environment for children where educators model appropriate behaviour for the children. They are empowered

to keep themselves safe through our child protection and protective behaviours curriculum.

Children are encouraged to be responsible and confident learners who can work positively and cooperatively with others. They are encouraged to make choices that support the safety and wellbeing of themselves and others. When necessary the centre will work with the parents/carers and other support agencies for children needing additional support with behaviour.

Curriculum outline

Staff develop the learning environment based on the Early Years Learning Framework (EYLF). The learning outcomes of the framework are:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

When planning the learning environment staff consider aspects such as children's ideas, development, previous learning and experiences, background and culture as well as what is happening for the children in their daily lives and what is happening at the centre and in the community. The Early Years Learning Framework supports the development of a high quality curriculum and learning environment. There are different priority areas which are outlined in our Quality Improvement Plan (QIP) and the learning program which are displayed. The learning environment planning incorporates a balance of individual and group times, inside and outside experiences and quiet and active experiences. We encourage parent and child voice (input/ideas) in our learning environment. Parents/carers are welcome to write on the program or talk with staff about their ideas.

Parental involvement

Parents/carers are welcome in the centre at any time and if a parent/carer is actively involved in the centre regularly, a criminal history screen may be required. The centre has a Governing Council comprised of parents, staff members and local community representatives that aim to meet twice per term. Less formal involvement at the centre is also welcome, such as reading children a story, playing a musical instrument or doing some cooking with children. All

offers of help are appreciated. The centre encourages parents to get involved with 'just one thing' a term or more each term.

Communicating with parents

Elizabeth Grove Children's Centre communicates with parents through a variety of ways such as information pockets, newsletters, display boards, translation through bilingual workers, parent- staff interviews, informal daily contact, email, phone contact, a texting service, Facebook and the centre website.

An Inclusive Approach

Elizabeth Grove Children's Centre values families from culturally and linguistically diverse backgrounds. The centre aims to foster a sense of belonging for all families, staff and children, and staff members respect each culture and family background represented. There is a strong focus on early intervention for children who may have additional needs and the centre staff work with families in supporting them through a referral process if necessary.

The centre staff collaborate with parents/carers and other support agencies to support children with additional needs.

The centre organises for a CAFHS nurse to provide a 4-year-old health check for children. Staff support parents/carers to connect with different agencies when there are specific family needs.

Food and Nutrition

Elizabeth Grove Children's Centre promotes good nutrition and safe, healthy eating habits that are culturally appropriate. Healthy eating has both short and long-term benefits for children. In the short term it maximises growth, development and activity while minimising sickness. In the long term it minimises the risk of diet related chronic diseases.

Snack (Fruit) Time

Snack time is part of the morning routine and children are free to have an afternoon snack if they wish in preschool. Children choose when they eat snack with adult support if needed. In occasional care, snacks are part of the session. Parents and carers are asked to bring only fresh fruit, vegetables or dried fruit for snacks for the following reasons:

- To provide children with important vitamins and minerals
- To encourage a taste for fruits and vegetables and promote healthy eating habits
- To avoid children pressuring parents and carers to buy and provide other less healthy foods they may see other children having.
- To encourage chewing which promotes good oral muscle development
- To lower the risk of poor nutrition.

If your child cannot eat fruit and vegetables at snack times, staff are happy to discuss a plan around this. A formal diet plan may be required.

Lunch Time (Preschool)

Parents/carers pack healthy lunches consisting of a variety of foods to help the children meet their nutritional requirements for the day. Parents and carers will receive handouts with guidelines and ideas for healthy lunches from time to time. Lunch and snack times are social experiences where staff reinforce healthy foods and lifestyle, talk about a range of issues with children and support children's social skills. As Elizabeth Grove Children's Centre encourages healthy food choices, parents and carers are asked to avoid including foods high in fat, sugar and salt in children's lunch boxes for the following reasons:

- Children will quite happily eat healthy food, but will often choose less healthy food if they are given the choice
- Children who do not have 'treats' in their lunch box may become 'envious' of less healthy foods they see other children eating, i.e. peer pressure
- Healthy eating habits are easier to model if all children are doing the same thing
- High fat/high sugar/high salt foods contribute to short and long term health problems such as dental caries,
- High cholesterol, overweight and high blood pressure. Such foods are discouraged as 'everyday' foods
- High fat/high sugar/high salt foods are generally low in important nutrients needed by children to meet their daily nutrition requirements for good growth and development. If these foods are eaten at the expense of more nutritious foods, children will miss out on important vitamins and minerals.

Examples of healthy lunches

- Whole grain and wholemeal breads/wraps
- Fillings on sandwiches wraps such as cheese, salad, chicken, egg.

- Cold rolls
- Sushi
- A range of fresh fruits
- Baked beans in a container
- Rice crackers and cheese
- Rice and tuna
- A cold pasta salad
- Chicken salad

Examples of Foods that should not be brought to the centre

Parents and carers are requested not to provide the following foods and drinks for snack time (and lunch) as they provide little or no goodness (vitamins and minerals). Some foods are high in fat, while others are high in sugar and promote tooth decay. Other foods are soft and don't promote chewing for healthy teeth, gums and face muscles.

- Sugary sandwich spreads e.g. honey, jam, Nutella/chocolate spread, hundreds and thousands
- Chips, Twisties, Burger Rings, etc.
- Popcorn
- Muesli bars (high in sugar) and nut products
- Roll ups, fruit straps, fruit metres, etc.
- Chocolates
- Lollies
- Soft drink, cordials, flavoured mineral water and milk drinks
- Fruit juice, fruit box
- Sweet biscuits
- Cakes, buns, pastries
- Chewing gum
- Dunkaroos/Dig Its
- Coco Pop and other sweet bars
- Nut products of any kind (e.g. Nutella, peanut butter).

This is a nut aware centre; support for children with specific allergies

Do not bring nuts or nut products. Some children (or family members) can have a life threatening allergic reaction to nuts and nut products including peanut butter and nut products, muesli bars and other snack items (please read the

labels carefully). Sometimes just touching a bowl that has had peanuts in it can trigger a reaction. Please do not send these products to the centre.

Water is freely available at all times to children and the only drink during the day. Please do not bring fruit juices, flavoured milks or cordials.

Other services

The centre and campus offers a range of different groups for parents/carers such as children's sporting events, parenting or self-help workshops, playgroups depending on needs and what parents request/want. At times the centre connects with other services to provide relevant groups/services to parents, caregivers and the local community.

Parents and caregivers are encouraged to inform staff about any specific parenting groups that would be useful. Examples of groups are managing behaviours of young children, coping with change, coping with loss or grief, managing home finances, learning English etc.

CHECKLIST

<input type="checkbox"/>	Integrated Services Enrolment Form – completed and signed on front page
<input type="checkbox"/>	Consents Form – Elizabeth Grove Children's Centre
<input type="checkbox"/>	Media Consents Form – Department for Education
<input type="checkbox"/>	About your Child Form
<input type="checkbox"/>	Preschool Payment Options for 2019
<input type="checkbox"/>	Centrepay Form – if option 3 selected in payment options

<input type="checkbox"/>	Birth Certificate or Proof of Birth from Centrelink/Medicare
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Immunisation records

The ACIR history statement can be accessed by:

- Visiting www.medicareaustralia.gov.au/online
- Visiting a Medicare service centre
- Phoning 1800653809
- Emailing acir@medicareaustralia.gov.au

Note: a child's immunization status is current when the date of 'next due immunization(s)' (located at the bottom of the statement) is in the future or blank.

Or

South Australian Child Health and Development Record (known as the 'Blue Book')

Medical Conditions/Allergies

If you have answered YES to medical conditions or allergies, please be aware you need to supply the centre a medical practitioner's medical plan for care before your child can attend any sessions we offer. Medication needs to be supplied also if applicable e.g. asthma medication etc must be kept at the centre.

Additional Needs & Diagnosed Disabilities

If you have been supplied any information of diagnosed conditions the centre must have copies prior to the child starting.

A Toileting Plan will be required if a child is not toilet trained and attends preschool.

Please note: For safety reasons, this centre is under 24-hour video surveillance. Cameras are located in each of the three play areas and at the main outdoors exits.