



# Sacred Heart Early Learning Centre Parent Information Booklet

Sacred Heart Early Learning Centre

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# **SACRED HEART ELC PHILOSOPHY**

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*Children are confident and capable learners,  
able to construct their own knowledge of the world around them.*

*Every child is an individual  
with unique interests, strengths and abilities.  
Each child has the right to feel safe in their environment.*

*Positive learning environments are promoted  
which empower children to make choices  
and develop positive relationships,  
provoke thoughts, questions and imagination.  
Opportunities are provided for children to explore and play  
in learning spaces regardless of age, culture or ability.*

*Family partnerships are encouraged  
in order to share culture, ideas, knowledge and experiences.*

*Together we work as a team  
and share knowledge and experiences  
for the best outcome of the child.*

*We empower continuous learning  
to enhance our professional development  
to ensure children have a quality start in their learning.*

## **SACRED HEART ELC – WHO WE ARE:**

Sacred Heart Early Learning Centre offers educational learning opportunities for children aged 3-5 years, based on the National Early Years Learning Framework, which focuses on play based child initiated learning while fostering relationships within the community. We provide a Preschool program with a Qualified Early Childhood Teacher for children who will be attending Transition the following year.

## **SACRED HEART ELC – OUR GOALS:**

- ◇ Recognise each child's unique strengths, talents and interests and incorporate these into the learning program.
- ◇ Provide a rich variety of opportunities where children can explore talk, share, play, sing, laugh, dance, listen, create, experiment, work through challenges and solve problems.
- ◇ Challenge children and encourage them to believe in themselves and their abilities, take risks, grow in self-confidence and develop to their full potential.
- ◇ Welcome parents and encourage them to become actively involved in the Centre.
- ◇ Create an environment in which Educators, families and children maintain an open flow of communication at all times.
- ◇ Model the values of love, justice and respect for all through our daily interactions with Educators, children and families.

# Enrolment Procedure:

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Sacred Heart Early Learning Centre is licensed to accept enrolments for children aged 3 years and over.

To enrol your child/ren please:

Complete the enrolment form, attach required information and return to Sacred Heart. Upon accepting a position within our centre, families will be informed of the orientation procedures. During this process we aim to work in close partnerships with families with visits to the centre. This will assist you and your child to become familiar with their environments and the educators who will be actively involved in your child's day whilst at the centre.

Parents wishing to change their booked days must complete a 'Notice to Change Days' form.

Written notification of holidays is required at least two weeks in advance. Regular fees will be charged if notice is late or not given. Every parent is entitled to two weeks half price per calendar year.

Parents are required to inform the centre when their child is absent due to illness.

Written notification is required two weeks or more prior to the child's last day

## **Fees: October 2019**

Care	Times	Price	Meals Provided
Full Time	7.00am – 5.45pm	\$375	All
Daily	7.00am – 5.45pm	\$85	All

## **Fees are to be paid 2 weeks in advance**

Please advise Centrelink of your child's service provider by telephone or appointment.

**Should any of your details change throughout the year please inform us ASAP.**

## Child Care Subsidy:

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The Child Care Subsidy is the main way the government assists families with their childcare fees.

The Child Care Subsidy that commenced on 2 July 2018:

- ◇ replaced the Child Care Benefit (CCB) and Child Care Rebate (CCR) with a single, means-tested subsidy
- ◇ is generally paid directly to child care providers to be passed on to families
- ◇ simpler than the previous multi-payment system
- ◇ better targeted and provides more assistance to low and middle income families.

Please ensure your details are registered with Centrelink.

## Special Child Care Benefit:

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Special Child Care Benefit (SCCB) may apply to a family faced with an event that reduces their ability to pay the fees normally charged. The purpose of SCCB for hardship is to give the family time to recover or adjust to, the new circumstances. It would not normally be approved for more than 13 weeks. For more information contact the Centre Manager.

## Allowable Absences:

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The allowable absences are 42. Allowable Absence days can be taken for:

- ◇ Illness
- ◇ Non-Immunisation
- ◇ Rostered days off
- ◇ Rotating shift work
- ◇ Public holidays
- ◇ Periods of local emergency
- ◇ Court ordered shared custody
- ◇ Temporary closure of a school

**CCS will be paid for absence days if:**

- ◇ Attendance records are correctly completed by the centre and the absences initialled by the family member
- ◇ Supporting documentation is provided for approved absences (medical certificates)

## **The Staff at Sacred Heart Early Learning Centre:**

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Centre Nominated Supervisor & School Principal

Gez Mulvahil

Assistant Director ELC

Rebecca Kershaw

Early Childhood Educator

Caitlin Boulter

Early Childhood Educator

Nella Ewin

## **Hours of Operation:**

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Monday to Friday 7.00am – 5.45pm

Centre is closed on Public Holidays (Fees Apply)

Centre is closed for two weeks over the Christmas and New Year period (No Fees Apply)

## **Centre Policies:**

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Our policies are located in the centre for your perusal.

Sacred Heart ELC values the feedback and consultation with families with policy review and development.

## **Non Smoking Enviroment:**

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Sacred Heart Early Learning Centre is a non-smoking environment. Staff and families are not permitted to smoke on or near the premises at any time.

## Settling your child into the Centre:

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Settling your child into our care will vary from child to child. This is a very individual process. Family involvement throughout the orientation process will assist your child with this process. At all times it is important to communicate with your child's educators if you have any questions or concerns.

## What to do when you arrive at the Centre each morning:

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On the first day, be excited and happy, as your child will be gauging you for reactions and responses. If you feel anxious about the separation seek an educator for support.

Encourage your child and show him/her that you trust the staff by talking to the Educators and spending time in the spaces.

Sign your child into the centre—this is a regulatory and funding requirement.

Ensure that staff are aware that your child has arrived for the day.

Apply sunscreen to your child (we are a Sun Safe service).

Ensure that your child has a hat on before engaging in play outside.

Assist your child to place their bag in their locker.

Inform your child that you are leaving, say good-bye and let them know that you will return later in the day to pick them up.

Always farewell the educator so that they know you are leaving. This is the signal for them to give a little extra support to your child should they need it.

## Arrivals & Departures:

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Please remember to **sign your child in & out** each day, this is your legal obligation that is related to your Child Care Subsidy. Should another person other than those nominated on your enrolment form be required to collect/drop off your child, we must be informed prior to the drop off/collection. Please ensure that the "new" authorised person brings their personal ID and is at least 18 years of age. When exiting the centre please do not allow access in or out to any other persons.

# Child Protection /Mandatory Reporting & Confidentiality :

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Any person who believes, on reasonable grounds, that a child is suffering (or has suffered) harm is required to report this fact to either an officer from Territory Families or a member of the Police Force. Failure to comply with these provisions of the Care and Protection Act can result in a penalty. This service refers to the various Policies and Procedures, including the Child and Vulnerable Adult Protection Policy and the CEO Mandatory Reporting Policy for the identification and notification of child harm and neglect.

Every employee, management committee member and member of the operating body is provided with clear written guidelines/legislation detailing what information is to be kept confidential, what confidential information they may have in order to fulfil their responsibilities, how this information may be accessed and who has a legal right to know particular information.

Confidential conversations that educators have with parents, or Director/Coordinator has with educators, **will be conducted quietly away from others.**

## Your Child's Health:

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Sacred Heart Early Learning Centre adheres to current policy when issues of your child's health arise. There are illnesses that require exclusion and or a doctor's certificate to return to our centre. Exclusion periods may be effective if your child is not immunised.

You may check requirements yourself at [www.stayinghealthyinchildcare.com.au](http://www.stayinghealthyinchildcare.com.au)

Please do not send your child to the centre if they are unwell. The Director reserves the right to send or refuse attendance to any child who is considered unwell to attend, or whose illness may affect the health of other children. If a child is showing signs of illness then the parent will be notified immediately and asked to collect their child.



## Medical Conditions & Medication:

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**Prescription medicine will only be administered to your child whilst they are at the centre. No other medicine will be administered whilst your child is attending.**

If your child requires prescription medication, the medicine register must be completed and signed by the parent. This form is to be completed on a daily basis, as medication is required. The medication must be in its original container with a prescription sticker with your child's name, name of medication, dosage required and expiry date.

All children with a medical condition such as Asthma or Anaphylaxis need up to date plans signed by a Doctor, a medical management and communication plan and current medication for their condition.

## Hygiene:

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Strict hand washing procedures are implemented. Children will be encouraged to wash and dry their hands as they arrive and depart the Centre, before and after meals, after using the toilets and after messy activities.

## Communication:

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This is encouraged daily through discussion with educators about your child's morning/night before care and then again at collection to discuss your child's day.

We also communicate with our families via

Newsletters

Online Learning Platform

Day books

Learning Portfolios

***We value any feedback you have at any time***

## Nutrition & Meals:

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Sacred Heart Early Learning Centre provides morning tea, lunch and afternoon tea. Drinks are available at each mealtime and cold water is freely available. Children are encouraged to drink regularly from the bubbler during the day. Please **do not** send water bottles or milk bottles with your child.

Meals will be prepared in the School Canteen. The centre aims to provide a nutritionally balanced menu. These meals and snacks will be appropriate to the children's developmental needs. Fruit will always be offered at the end of every meal. Cooking activities for the children are also planned regularly and the food is shared.

As we have a number of children with severe food allergies from time to time it is recommended that children **do not** bring food into the centre.

Celebration food can be sent in on the day of your child/children's birthday or other special event. Parents are asked to discuss with educators prior to celebration to discuss what food allergies are currently at the service so alternative food can be provided.