HOLY TRINITY EARLY LEARNING CENTRE
Curtin

2017 Enrolment HANDBOOK

The ELC Learner Profile Bears
At Holy Trinity Early Learning Centre:
We aim to provide all children with a learning environment that is play based, engaging, respectful and developmentally appropriate that will enable each child to begin their journey to being lifelong learners and responsible, compassionate global citizens. We are an authorised IB World school implementing the Primary Years Program.

Contact Details:
Telephone  
6281 7428 ELC  
6281 4811 School

Email  
elc.holytrinity@cg.catholic.edu.au

School Website  
www.holytrinity.act.edu.au

Address  
18-20 Theodore St  
Curtin ACT 2605

Office Hours  
Monday - Friday 8.30am-3.30pm

Before School Care  
7.30am - 9am

Preschool  
9am - 3pm

After School Care  
3pm - 6pm

Vacation Care  
8am - 6pm Term 1, 2 & 3 holidays only
WELCOME TO HOLY TRINITY EARLY LEARNING CENTRE

We welcome families to Holy Trinity ELC.

Thank you for considering Holy Trinity ELC for your child’s preschool education. The preschool year is an exciting and rewarding year as children take their first steps on their formal educational journey.

At Holy Trinity we endeavour to provide a warm, friendly and inviting environment for children, their families and our staff. Our play based program aims at developing the whole child – social, emotional, spiritual, physical and intellectual. We aim to create a wide variety of opportunities and experiences that will capture the interest and imagination of each child and we invite families to join in and participate in the ELC with us.

We look forward to getting to know our families.

Yours in Christ,

Cushla Sheehan
Director

OUR PHILOSOPHY:
At Holy Trinity Early Learning Centre we are:

Inspiring Connections
...with our world

Early Childhood Education is centred around Belonging: We believe Early Childhood Education is based on mutual, respectful partnerships and authentic collaboration between the child, his / her family and the educators at Holy Trinity Early Learning Centre. We foster a sense of belonging to a world created by God and invite children to explore the intricacies of the environment around them and delight in the beauty and awesomeness of that which we have been blessed with. This extends to our school, church and community, where we support and encourage children and families to come together and value each other’s experience and contributions.
Early Childhood Education is Cumulative: We understand that parents and carers are the first educators of their child. At Holy Trinity Early Learning Centre we continue that education, encouraging the educators to become co-learners with the child. As the child develops confidence and understanding, the educators hand over more of the responsibility for learning to the child. We value ongoing learning throughout life and encourage a culture of reflective pedagogical practices among ourselves as educators.

Early Childhood Education is Nurturing: We understand that children learn best when they feel secure in their environment and have trusting relationships with those around them. By providing secure, consistent and positive interactions between the children, educators and families, we aim to support and model the development of a strong sense of wellbeing and equip the children with the skills and understandings they need to interact positively with others.

Early Childhood Education is Intentional, has high expectations and values equity: We believe each child is special to God and that we are all united in being a part of God’s family. We value the whole child and program for a child’s spiritual, social, emotional, physical and intellectual growth. We understand each child is an individual, has different strengths, skills, experiences and interests and we are committed to finding equitable and effective ways to ensure all children have the opportunity to achieve and succeed.

Early Childhood Education is Active: We believe that children are capable, competent learners and design our programs to empower children to explore, inquire, investigate, experiment, think and communicate. We program rich, multisensory environments and play based experiences, valuing play as an integral tool for fostering curiosity, creativity and engagement for young learners and immersion in nature as an integral influence in the lives of children in becoming caring and responsible global citizens.

Inspiring Connections
...with our God
...with ourselves
...with our learning
...with our world

...with our world
HOLY TRINITY SCHOOL PRAYER

God, our Creator,
As we live this day, we thank you for the land, language and culture of our indigenous people.

We thank you for being with us. May the gifts of Faith, Hope and Love guide us in our words and actions today.

We pray that our school will always be a happy place,
Where we can learn from each other and do our best.

Holy Trinity pray for us.
AMEN

IMPORTANT DATES 2017:
Dates and other important information is regularly updated on the school website www.holytrinity.act.edu.au

TERM DATES 2017

Term One
Starting date: Monday 30 January (or Thursday 3\textsuperscript{rd} February for end of the week part timers)
Monday 30 January - Friday 7 April

Term Two
Monday 24 April - Friday 30 July

Term Three
Monday 17 July - Friday 22 September

Term Four
Monday 9 October - Friday 15 December
CURRENT STAFFING:

Principal: Judy Spence
Assistant Principal: Bernadette Scott
ELC Director: Cushla Sheehan
ELC Office Manager: Liz Bulley (part time)

Ground Parrots Group
Teacher: Jess Pincott
Educator: Kellie Lambert

Rock Wallabies Group
Teacher: Tess Muscat
Educator: Antonia Matthew (W-F)
Rachel Lipscombe (M-W)

After School Care
Coordinator/Educator: Whitney Pitt

OUR PROGRAMS:

Before school Care: Operates 7.30am - 9am during school term
Program Goals:
- To provide a relaxed, comfortable and informal environment which enables children to prepare and get ready for preschool/school in their own time.
- To provide opportunities for social interactions with siblings, friends and peers.
- To provide opportunities for participation in a variety of games, craft and physical activities.
Current fees- $18 per session

Preschool Program Operates 9am - 3pm during school term
Program Goals:
- To provide a preschool program for children in the year before formal schooling.
- To provide engaging and flexible learning experiences that are age appropriate and foster skill development and capacity building across the eight developmental domains.
Current fees- $63 per session

Resource Levy - $55 per term (to cover the costs of replacing consumables)
Excursion / Incursion / Special activity fee will be charged per additional activities that enrich the program. These fees will be charged to cover costs
only e.g. bus fares, entrance / venue fees etc. It is expected that these might be $20-$30 a term.

**After School Care** Operates 3pm – 6pm

Program Goals -
- To provide a nutritious afternoon snack.
- To provide a relaxed, comfortable and informal environment for the afternoon.
- To provide opportunities for social interactions with siblings, friends and staff.
- To provide opportunities for participation in a variety of games, crafts and physical activities.

Current fees- $29 per session (afternoon tea is provided)

**Vacation Care** Operates 8am – 6pm during the term 1, 2 and 3 holiday periods. The vacation care program runs on a needs basis and bookings are taken a few weeks before each term holiday.

Program Goals -
- To provide high quality care for children during the term breaks.
- To provide opportunities for participation in a variety of experiences including games, crafts and physical activities.
- To provide opportunities for social interactions with siblings, friends and staff.

Current fee- $72 per day.

Occasionally we have excursions or special activities - eg pizza lunch. Families will be charged per additional activities that enrich the program. These fees will be calculated to only cover costs incurred e.g. bus fares, entrance / venue fees etc.

**Fee policy and structure** - Holy Trinity ELC is a separate facility from the school and needs to be self-sufficient. We do not receive any Government funding for our students. The fees that families pay cover all our running costs.

The fees are payable two weeks in advance and fee statements are emailed to families each fortnight. Families are required to pay the account in full each fortnight unless an alternative schedule is negotiated with the Director.
Fees will be charged on Public Holiday and during periods of absences (i.e. illness or family holidays). Families are required to give 2 weeks notice to cancel or change any bookings.

Families whose payments fall in arrears will be contacted by the ELC Director or Office Manager. If arrears continue then the child may be withdrawn from the program.

The ELC needs to meet its legal requirements by maintaining adult to child ratios. Preschool finishes at 3pm and ASC starts, if a child is not collected promptly at 3pm then they may be signed into ASC and the family will be charged accordingly. ASC finishes at 6pm; families are asked to arrive and allow for time to collect their child and belongings before 6pm. Children not picked up by 6pm will be charged a late fee of $10 plus $1 for every minute past 6pm to cover overtime staffing costs.

Child Care Benefit CCB / Child Care Rebate CCR - The Australian Government assists eligible families with the costs of childcare via CCB and CCR. The ELC fees are registered so families can apply for the rebates, which can be paid directly to the ELC and reduce the weekly fees. Please contact the Department of Human Services to find out if you are eligible and how to apply.

Daily Timetable - The following information has been prepared to assist your child to settle into our Early Learning Centre. This is an indicative timetable only. Staff may adapt it to suit the program, weather and seasons.

7.30 am  Before School Care begins
9.00 am  Preschool program commences
9.15 am  Prayer time
9.30 am  Outside games and exercise
9.45 am  Large group experience
10.00 am Inside play base inquiry (includes morning tea)
11.30 am Pack away and large group experience
12.00 noon Lunch
12.30pm Outside play base inquiry
2.30pm Pack away and final large group time
3.00pm Preschool concludes & After School Care commences
6.00pm Centre Closes
OTHER ELC INFORMATION:
Allergies - If your child has significant allergies or medical issues e.g. anaphylaxis reactions, asthma etc. you will be required to provide an emergency management plan. This can be done with your GP or specialist. If it is a mild allergy please provide all relevant information in writing - what your child is allergic to, what their reactions may be, any treatments that may be required etc. If you child is unable to use regular soap or sunscreen please discuss this with your child's teacher and send in an alternative.

Assisting in the ELC - There are many opportunities for parents to join in and assist in the Centre, including:
- Open door policy - families are encouraged to come in any time and join in with whatever is happening. No prior notification is necessary.
- Working Bee’s and gardening.
- Excursions and sporting activities.
- Sharing skills and hobbies, reading books to the children etc.
- Odd jobs - end of year clean-up, build a shelf, oil the decking etc.
Please come and discuss with staff if you would like to be involved in any way.
(NB. It is a requirement that all volunteers that help in the ELC and school have a Working with Vulnerable People [WWVP] card.)

Assessment and Reporting - There will be plenty of opportunities for families to discuss their child's learning and progress during the year. In terms 1 and 3 we have Learning Journeys, parent teacher interviews in term 2 and we send home 'reports' at the end of the year. The teachers send program emails regularly (hard copies are printed upon request) and then document the implementation of the programs and group learning in class floor books and wall displays. Further information of children's learning and progress is available to parents on request.

Arrivals and Departures - All children need to be signed in and out of the centre every day they attend. Only parents / guardians or persons identified on the enrolment form are authorised to collect a child. If you need another person to collect your child you are required to provide written authorisation to your class teacher or the Director. Children cannot be collected by older siblings unless they are 16 years or older and the parents have provided written authorisation.
**Behaviour Guidance** – In keeping with the values and ethos of the school, respectful behaviours and attitudes are expected in the ELC by all. Positive behaviours are encouraged through developing positive relationships, providing consistent expectations, leading by example, role modelling, purposeful and positive reinforcement, and by identifying with the children appropriate / respectful expectations (i.e. rules which we call our Essential Agreements). This strategy is consistent across the day from the Before School Program through the Preschool Program to the After School Program.

We are understand that young children do not always have complete control over their behaviours and emotions and we will always support and guide children in a respectful manner.

If an undesirable behaviour occurs, then a staff member will have a discussion with the child about the behaviour and identify what is expected in that situation. The child is then given the opportunity to adjust their behaviour.

If the undesirable behaviour continues then the child will be asked to move away from the play space / activity and the issue will be discussed further. The child may be asked to make amends if appropriate, e.g. apologies to the other children, rebuild a block tower.

If the behaviour is serious (i.e. the actions are dangerous to staff, another child or resources or the child is not prepared to listen to staff) then the child may be asked to sit out and miss out on some play time while they think about their actions and what they should have done. A staff member will always follow up with a respectful conversation about what occurred and alternative actions that the child could have done.

Serious incidents will be documented in an incident report and the child’s parents will be notified and asked to read and sign the report. Parents will be notified if regular issues or patterns occur and an individual behaviour management program may be implemented if necessary.
**Children’s agency**  - Holy Trinity ELC is a part of the Holy Trinity Primary School community and families have chosen to send their children to the preschool here to be a part of that Catholic school community. There are many opportunities for the children to have a choice and voice in what they do within the program, for example - choices about what activities / resources are set up for the week, what they want to play with each day, choosing when to eat their morning tea, choosing to have a rest or quiet time, the direction of future learning activities etc.

There are also times when choices are not given or are limited so that the goals of the Catholic School Community can be achieved. For example we all eat lunch together, we say grace and then sit and eat together - similar to sitting down to a family meal. We also participate in whole school events like assemblies, special days / whole school events, liturgies and school Masses.

We promote respect, inclusion and independence with the children and also responsibility. The children are free to choose what to play with but the expectation is that they will then tidy up their play space when then are finished and before they move onto the next activity.

Our timetable needs to be flexible as we share the school facilities and we need to fit in and around other groups and classes. We try to work around issues to best support the needs of the children e.g. we might need to all have lunch earlier (or later) so that we can go to the library when it is our turn.

**Clothing**  - All children from the Early Learning Centre wear a simple, comfortable and smart uniform which will make them easily identifiable within the school and which they should feel proud to wear. The uniform is as follows:

- Royal blue hat
- Royal blue polo shirt with ELC crest
- Royal blue polar jumper with ELC crest

The children are free to wear pants/skirts and shoes of their (parents’) choice. Please ensure these are comfortable and suitable for craft, running, jumping and climbing (no thongs, crocs or loose fitting shoes please). All uniform items are available from the Holy Trinity Uniform Shop which is volunteer run and with all profits going back to the school/ELC. The shop is
open each Friday afternoon during the term from 3pm. Orders can also be made through the school website.

Craft smocks are available to use during messy activities and children are encouraged to wear these when necessary. However, stopping to put these on sometimes interfere with the artistic process / sensory experience and are not compulsory for the children to use. Families should expect clothes to become messy and dress their child appropriately.

Outdoor experiences and play are an important part of our program and we will still attempt to participate in outside activities even if the weather is cold or wet. Please ensure that you provide appropriate clothing for all weather including: raincoats and gum boots. “There is no such thing as bad weather, only bad clothes” as the people in Norway would say.

**Communication** - At the ELC we communicate regularly with families about their children and what is happening in the school community.

The Holy Trinity School newsletters are produced each week and are emailed to all families. They are also available on the school website. The Early Learning Centre will include any relevant news in the school newsletter as well as send information via class emails and notes.

The teachers regularly send program emails to families. They include a review of the previous week and an update of what is planned for the coming week.

**Emergencies and accidents** - In the event of illness or an emergency the Teacher or Director will contact the child's parents. If parents are not contactable then the emergency contacts on the enrolment form will be used. It is important that contact details are kept up to date. Emergency contacts need to be someone local.

Significant incidents that require first aid will be documented in an accident report. Minor accidents will be written up and parents will be told when they
collect their child e.g. minor grazed knee. For significant incidents, or where the staff feel that a child requires further medical assessment, the parents will be contacted.

**Food** - A healthy breakfast and lunch will assist your child to cope with the demands of the busy preschool day. At the ELC we encourage nutritious foods. Chips, lollies and chocolates are not appropriate in lunchboxes - please save them for home.

Holy Trinity avoids all foods with **nuts and fish** products. This is due to having students in the school who have anaphylactic reactions which can be severe and life threatening. We ask that children do not bring any food that contains nuts, nut products, fish or fish products. Please pay particular attention to muesli bars - if nuts are listed as one of the ingredients then they cannot be brought in. Any foods that are found with these ingredients will be removed from lunchboxes and sent home unopened. It is also a policy of Holy Trinity that children do not share their food with others and that everyone washes their hands before eating.

The ELC however does do cooking and tasting of different foods as a part of its program. If your child has any allergies or food issues please discuss this with the staff.

When it is your child’s birthday you may like to send in a treat to share with the class (or both classes). Cupcakes, chocolate crackles, slices etc. are some ideas that are easy to share and pass around. You will be told if there are any food allergies or issues in your child’s class at the beginning of the year.

We ask that any perishable foods are sent in 'cooler bag' type lunch boxes with an ice brick - e.g. hams, salami, egg, cheese, yoghurts etc.

Please only send in water in your child’s water bottle.

In line with the school’s Waste Wise Policy, we ask that parents limit the use of anything that cannot be recycled.

**Governance** - Holy Trinity ELC falls under the auspices of Catholic Education of Canberra and Goulburn (CE CG) and is now one of 7 Early Learning Centres set up and run by the CE.
Holy Trinity’s school Principal - Mrs Judy Spence and the ELC Director - Cushla Sheehan provide the day to day support and management of the ELC. Holy Trinity’s School Board provides guidance and monitors the financial aspects of the ELC. ELC Parents and staff meet to regularly discuss, plan and review policies, future directions of the ELC, ELC events, any practical support needed etc. All families are invited to participate.

**Hand washing** - Staff work hard to minimise the spread of germs, we ask that all children coming into the ELC wash their hands when they arrive each day. We also ask the children to wash hands: - after every toilet visit, before eating, after blowing their nose, after touching animals and after messy play.

**Incursions and Excursions** - the staff plan a variety of additional experiences that complement and enhance the program, parents (grandparents, aunts and uncles etc.) are welcome to come and join in at any time. Additional costs for these will be added to the fee statements, the amounts charged will only be to cover costs - bus fare, entry fee etc. and will be added per activity. It is expected that these may add up to about $20-$30 per term.

**Local Walks** - As part of our program, we regularly go out and walk around the Curtin suburb. We explore our local community, visiting the shops or post office. We look for hills to roll down and trees to climb and also go on nature hunts. These walks may be identified in the class program but just as often they may be spontaneous experiences based on the children's current interests. Parents' consent to this when signing the enrolment form.

**Managing Risks** - It is important for children to understand their capabilities and to learn to make informed decisions about themselves and their bodies. At Holy Trinity ELC we support the children as they learn to make these decisions. We monitor the children and their play, allowing a degree of ‘risk’ that the children can manage. Staff will have discussions with the children about the potential risks and consequences but often leave the final decision to the children to participate or not. Staff will always step in if the potential risks outweigh the benefits. We use tools e.g. hammers and nails, hot glue
guns, we play with sticks, rocks and climb trees, we allow rough and tumble play.

We always maintain the required adult to child ratios and supervise children according to national regulations.

**Medication** - Staff in the ELC do not give any medication unless it has been prescribed by a Medical Practitioner. Any prescribed medication must be accompanied with written instructions. All medications must be given to your class teacher and will be put away safely until needed.

**Parents and Friends Association (P&F)** - The P & F Association consists of all parents and guardians of pupils enrolled at Holy Trinity Primary School and ELC. We encourage our families to actively participate in whole school activities such as the family BBQ, family camp, school fete and school masses. The Association, through its activities, aims to:

- Promote the aims of Catholic Education in the school community.
- Liaise and cooperate with the School Board to assist in promoting cultural, social and sporting activities for all students.
- Foster a spirit of cooperation and friendship among the members of the community.
- Provide a forum for the free discussion of education policy, school objectives and other activities.
- Create fundraising opportunities to enable improvements to both the ELC and school as well as provide additional resources for the children.

**Play based Program** - We create opportunities to explore and investigate a variety of experiences e.g. what movements and actions are our bodies capable of? what do things feel like? how our actions can affect other things. We do this through sensory based activities using mediums such as play dough, finger paint, slime, sand, dirt, water, mud, soap, shaving cream etc. and while we encourage the children to wear smocks, and keep the ‘messy’ stuff in the play container it does come out. It spills, gets flicked, dropped, tipped or just enjoyed so much that the children do not notice that they are wearing it. Please do not send in clothes, shoes or accessories that you would be upset about if they become dirty or stained.
Polices and documents – Our policies, procedures, national curriculum framework and other documents are available to families. Please ask staff if you would like to look at these. There is a small parent library in the entrance area with these documents. Policies and other information are also available on the school website.

Primary Years Program (PYP) – the ELC is part of the Holy Trinity school community and as such teaches using the International Baccalaureate Primary Years Program as part of our teaching framework. We have a number of specific learning activities that we work on over the year called ‘units of inquiry’. There will be lots of information available to families about the program and what the children are learning.

Court Orders, Domestic Violence Orders and Personal Protection Orders
Parent have a responsibility to provide the ELC with copies of any existing court orders. If the ELC has not viewed or been provided with a copy of the court order, there is an assumption that both parents have equal parental rights and responsibilities. The ELC is required to comply with these orders at all times.

Sun Policy – it is our policy that children wear appropriate sun protection – shirts with sleeves, wide brim hat and sunscreen each day with the exception of the months of June and July when the UV rating is less than 2. We apply sunscreen before outdoor play, but parents are asked to apply sunscreen on their child each morning before arriving. Sunscreen is available in the ELC and can be applied on arrival.

Toileting – prepare your child to use the toilet independently. This includes ensuring that he/she is capable of flushing the toilet, able to use toilet paper unaided and that he/she routinely washes their hands after using the toilet. A spare change of clothes should be kept in their school bag at all times.

Toys / Personal items – We ask that no toys or personal items (e.g. balls, cars, Lego, handbags, stuffed toys, jewellery, lip gloss etc.) are brought in from home. The teachers have found that these create many problems including: items being lost or broken, upset feelings over ‘sharing’ among
friends and children being distracted by what is in their bag and repeatedly going to their bag to check on their toy throughout the day.

**Working with Vulnerable People Card - WWVP** It is part of National law that anyone working or volunteering in a school or child care centre has a Working with Vulnerable People Card. This can be obtained through an application with the ACT Government shopfront. The card is free for volunteers and lasts 3 years. It would be valuable for parents to apply for a card ASAP so that they can volunteer in the ELC and then in their child’s school in the future.