


flourish

EARLY
LEARNING
COMMUNITY



CALOUNDRA
CHRISTIAN COLLEGE
FOUNDATIONS FOR LIFE

WELCOME TO

flourish EARLY LEARNING COMMUNITY

Welcome to Caloundra Christian College (CalCC). We look forward to partnering with you as your child starts an exciting journey of learning and growing at our College.

Our core belief is that each child is unique and created in God's image and our purpose is to support and guide them to develop strong foundations for life and learning.

We do this through providing quality, Christ-centred education in a safe, loving and nurturing environment, where students develop a love of learning.

Our Flourish Early Learning Community (ELC) is an integral part of CalCC. Here, your child will start to explore the world around them through an educational, play-based curriculum drawn from the Queensland Kindergarten Learning Guidelines which aligns with the National Early Years Learning Framework.

Our qualified Flourish ELC Educators are equipped to provide the highest quality care and education for your child and are eager to work together with you to facilitate a seamless transition from home to CalCC.

The warm, inviting facilities of our Flourish ELC meet the high standards set by the Early Childhood Education and Care Division of the Queensland Government and are designed to provide students with a range of engaging learning experiences.

Thank you for entrusting your child to our care. We are looking forward seeing your child flourish at CalCC.

Vince Wakefield Principal



FAITH

INTEGRITY

COMPASSION

COURAGE



QUESTION

CREATE

COMMUNICATE

IMPROVE



Start children off on the way they should go, and even when they are old they will not turn from it.

PROVERBS 22:6

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PROGRAM

We offer a two-day per week program in Pre-Kindy (3 to 4-year-olds) and a five day per fortnight program in Kindergarten (4 to 5-year-olds), however, we can customise your child's program to suit your particular needs.

We also provide long day care from 7:15 am to 6:00 pm and vacation care.



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Our Philosophy

At Flourish ELC, we provide Christ-centered education, building on our approved curriculum according to The Queensland Kindergarten Learning Guidelines. As a Christian learning community, our staff look for opportunities to share God's love and help children to discover the world that God created for us to enjoy.

OUR AIM

It is our aim that each child leaves our centre with a genuine desire to learn and work with others to achieve shared goals. We encourage each child to be a life-long learner, recognising that we never stop learning and finding out new things, even as adults.

We recognise each child's unique perspective and learning needs and acknowledge the importance of the partnering with families in fostering each child's personal growth.

It is our prayer that each ELC family will experience God's love and grace as we journey together.

TEACHING & LEARNING

At Flourish ELC, we view Pre-Kindy and Kindergarten as important foundations for future educational experiences.

Research has shown play is the best 'exercise for the brain' because it provides the most appropriate stimulus for brain development. We offer a play-based curriculum as we



believe it is the natural way for them to discover, create and learn to become critical, independent thinkers, while experiencing all the joy and delights of childhood.

The *Early Years Study*, commissioned by the Government of Ontario, Canada, concluded that, “play-based problem-solving with other children and an adult is an early learning strategy that has a crucial effect on early brain development and should be the format for children entering the school system.”

Play-based learning environments offer diverse opportunities to explore, discover and develop qualities such as curiosity, perseverance and risk taking. The early years are the critical time to develop these life-long learning skills.

A CHRISTIAN PERSPECTIVE

A key aim of our service is for children to develop the understanding that they are each created as unique and in God’s image. As this is an integral part of our learning community, we read simple Bible stories and sing songs that teach our students about God and His love for us. These stories help us to further explore God’s creation during our regular daily discussions and learning experiences.

As part of a Christian College, we take pleasure in teaching the children of God’s love and often pray for those in our families and communities who are sick and facing challenges. We sing songs to say ‘thank you’ to God at shared meal times. These times help to instil in the children a sense of community and care. Our hope is that each child will know they are loved and special.



VALUES

QUALITY LEARNING EXPERIENCES

We believe children are active, capable and competent learners, making discoveries through interactions with people, objects, symbols and ideas. Our educators give careful consideration to space, resources and timing of activities to maximise students' learning.

We recognise that, through quality interactions, such as thoughtful questioning and posing of ideas, teachers and children can work collaboratively to investigate, explore and build on ideas. These purposeful interactions provide opportunities for teachers to build connections between children's prior and future learning. These discoveries help us to meet each child at their own stage and level of understanding.

When interacting with children, our educators focus on:

- Responding to and building on children's interests, ideas and intentions
- Inviting children to wonder, imagine and enquire
- Building the intellectual quality of learning experiences
- Promoting children's learning and development progress
- Extending students' understanding of local cultural practices
- Educating children surrounding sustainable practices
- Learning that is culturally relevant
- Collaboratively planning and reflecting on learning with children
- Building positive attitudes toward learning
- Facilitating inclusive learning



A LEARNING COMMUNITY

You may be familiar with the old quote that 'it takes a village to raise a child.' We are a community of learners, gathering information and resources from all available sources in our local community including the local council, representatives of the Indigenous community, health professionals, fire and rescue services, ambulance and police officers. Of course, our most valuable resources are our families, parents and grandparents. Families can enhance our understanding of other cultures and ways of being, simply by sharing recipes, relevant stories of home life and information about other cultures and languages. Our aim is that each child and family will feel respected in the life of our community and understand their value to us. We take every action to ensure that every child in our care feels safe, listened to and respected during all interactions with staff, visitors and families.

As a part of Caloundra Christian College, we have access to a chain of management. Our College Executive Team work closely with the Nominated Supervisor and ELC staff to ensure continual improvement and that our services continue to run smoothly for all stakeholders.



CONTINUOUS IMPROVEMENT

We maintain the following strategies to ensure continuous improvement at our ELC:

- Parent consultation through surveys, family and child information pages and parent/staff conversations
- Staff reflective practices through staff meetings, professional development, everyday reflective discussions, staff reflective journals and scheduled professional dialogue
- Child consultation through whole group, small groups and individual learning conversations

OUR CURRICULUM AND FRAMEWORK



CURRICULUM

As an approved Kindergarten Program Provider, we follow the Queensland Kindergarten Learning Guidelines (QKLG). The QKLG support Kindergarten teachers' professional practice in a range of contexts across Queensland. These guidelines are based on the vision of the Early Years Learning Framework (EYLF) that 'all children experience learning that is engaging and builds success for life.' The QKLG provide specificity for children's learning during the year before starting school, recognising that children bring with them diverse identities and backgrounds. They acknowledge that parents/carers are children's first teachers and value the vital role families play in children's lives and their ongoing learning. The term 'families' is used throughout the guidelines to recognise the range of people who take on parenting roles. The QKLG provide a framework that aligns with the EYLF and is designed to support teachers to plan and implement quality teaching

and learning. Resources that support quality teaching and learning in a Kindergarten program can be accessed on the Queensland Curriculum and Assessment Authority (QCAA) website: <https://www.qcaa.qld.edu.au/kindergarten>.

Teachers create a quality Kindergarten program when they draw together advice in the guidelines and their professional knowledge about children's interests, parents families and community contexts.



THE ENGAGED CHILD

Children are active learners who make sense of their world and themselves when they have opportunities to investigate and explore materials and ideas through play and interactions with people. Learning occurs as part of the social and cultural interactions between children and teachers, parents, families, community members and others.

The engaged child is empowered to express ideas and make choices about their learning. Through purposeful, quality interactions every child is supported to become:

- Competent, capable and creative
- Secure, connected and respectful
- Happy, playful and curious
- Confident, motivated and involved
- A questioner, problem-poser and problem-solver

INCURSIONS

We believe incursions are a wonderful way to enhance children's understanding of a learning experience and broaden their learning opportunities. Our centre has been carefully designed and is constantly monitored to ensure the safety of your children. We have therefore made the move towards centre-based entertainment with incursions to enhance children's learning. Parents are notified of upcoming incursions and asked to sign permission forms and make payment to help cover the extra costs associated with providing such events.

STAFF ROLES & RESPONSIBILITIES

NOMINATED SUPERVISOR

It is the Nominated Supervisor's responsibility to ensure that the appropriate regulations are adhered to in all areas. The Nominated Supervisor is in charge of all the day-to-day operations of the centre supervising, mentoring other staff and overseeing the program design and delivery. All questions about the centre, especially its programs and policies, are taken to the Nominated Supervisor.

TEACHER/LEAD EDUCATOR

Our Teachers and Lead Educators are responsible for planning, preparing and delivering the educational program. They are accountable directly to parents and the Nominated Supervisor. The Teacher/Lead Educator will ensure that children's individual needs are catered for in the program. All questions relating to your child should be addressed to the Teacher/Lead Educator first and then to the Nominated Supervisor, if necessary.

ASSISTANT EDUCATOR

The Assistant Educator's role is to support the Teacher/Lead Educator. They are responsible for ensuring materials are available, in collaboration with the Teacher/Lead Educator, and that the space is clean and presentable.

Together, all our educators work to enhance the learning environment through resourcing, equipping and helping to achieve goals and outcomes.

PRE-SERVICE TEACHERS, WORK EXPERIENCE STUDENTS & VOLUNTEERS

We recognise the role of student placements in developing the educators of the future so, on occasion, we take on external students at our centre. Children in the centre benefit from the sharing of ideas and building relationships with new and different people. Please note that the children's needs are our first consideration when determining possible placements.

Some of these students maybe required to make observations and document learning during their time here. Any photos taken or documentation made by students will only be done with permission from parents. Students will never be solely responsible for the programming or allowed to supervise children alone.

All volunteers and tertiary students will be required to hold a current Blue Card and will work under the supervision and guidance of qualified staff.



Children will listen to you after they feel listened to.

- morning tea
- play time
- lunch
- play time
- quiet time
- pack up

Play, Learn and Grow... Together!

Woolshed Early Learning Centre

GENERAL INFORMATION



Children are the living messages we send to a time we cannot see.

HOURS OF OPERATION

Our centre hours are 7:15 am to 6:00 pm, Monday to Friday. Hours of attendance will depend on your child's enrolment.

LATE PICK-UPS

Our centre closes at 6:00 pm. Please be considerate to staff and ensure you are ready to leave the centre with your child by 6:00 pm. Collection after this time will attract a late fee. If you are unexpectedly delayed and know you will be late, please let staff know as soon as possible so that they can help you make alternative arrangements.

Children who are enrolled in our Short Day Program and not collected by the finish time will be placed in our Long Day Care Program until collected. This will incur an additional fee.

KINDERGARTEN PROGRAM

Children must be 4 years of age by 30 June in their Kindy year.

Flourish Early Learning Community runs a university qualified, teacher-delivered educational program between 8:30 am and 2:30 pm, Monday to Friday during school terms. The program follows a set five-day fortnight pattern to provide consistency. These hours are designed to be the optimal day length of an educational program for children aged 4-5 years.

PRE-KINDY PROGRAM

Children must be 3 years of age to attend Pre-Kindy.

Our Pre-Kindy program is delivered by a qualified Lead Educator two days a week (families can choose any two days that suits their needs) from 8:45 am to 2:15 pm during school terms. These hours are designed to be the optimal day length of an educational program for children aged 3-4 years. Please make enquiries to the Enrolment Officer.

LONG DAY CARE

Care provided outside the educational program days and hours, including Vacation Care, will be delivered by a Lead Educator and an Assistant Educator. Additional hours of care are available to all children who are currently enrolled in the Kindergarten or Pre-Kindy program.

Long Day Care operates for 50 weeks per year and parents will be charged accordingly. Our centre will close for two weeks over the Christmas and New Year period.

ENTRY

Please ensure that the front gate and door closes behind you every time you use it. With the road so close, this is important for the safety of the children in the centre. Please make sure that only your child exits with you.

PLEASE DO NOT HOLD THE GATE OPEN FOR CHILDREN OTHER THAN YOUR CHILD.

FEES AND ATTENDANCE

FREE PAYMENTS

Accounts are charged on a Monday for a fortnight, which includes the current week plus one week in advance, according to your bookings. Payments can be made through a direct debit arrangement either weekly or fortnightly, or via credit card, either weekly or fortnightly, on Thursdays only.

REFUNDS

A minimum of two weeks term-time notice, or two weeks in lieu, is required when children are withdrawing from the ELC.

Tuition fees beyond the two weeks may be refunded at the Business Manager's discretion.

Enrolment fees are not refundable.

Important: Notice must be given during the term, not holiday period. Should you continue enrolment into Term 4, you are committing for the entire term, up to and including the last week of the term.

OVERDUE FEES POLICY

It is the policy of this centre that children with outstanding fees of over two weeks will not be able to attend the centre until fees are up to date. Failure to pay could result in the child's place being forfeited and offered to another family. If you have trouble paying fees at any stage, please contact our Accounts department before fees become overdue as this can save extra administration costs and embarrassment.

ENROLMENTS & WITHDRAWALS

Children must have turned 3 in order to commence Pre-Kindergarten and 4 (by 30 June) to commence Kindergarten. Entry is in order as per a waiting list.

Preference will, however, be given to children who are of Kindergarten age. Preference is also given to College families. Children enrolled in our Pre-Kindy program will be offered a place for the Kindy year before others on the waiting list are contacted.

Once enrolled, it is essential to inform the Nominated Supervisor or your child's teacher of any changes to your contact details. These include, but are not limited to: your child's, or your, residential address and telephone number, work address and telephone numbers, child's doctor, or emergency contacts. Our records must be kept up to date in order to comply with children's services regulations.

Two full weeks written notice is required for booking changes, cancellations and withdrawals, with the exception of an enrolment continuing into Term 4. Re-bookings will be subject to availability and may incur a \$30.00 fee.

Once you have commenced Term 4 you are committing for the entire term, up to and including the last week of the term. This is due to the fact that, at this late date in the year, we are not able to refill your child's position with us, yet we still have the same running costs to maintain. If you and your family have extenuating circumstances we encourage you to discuss this with the Nominated Supervisor with an aim to come to a mutual agreement. Please note that CCS cannot be applied if your child does not attend in the notice period.

INCURSIONS

The cost of excursions, nature play days and incursions (visiting displays and performances) range between \$10-\$30. Parents are given prior notice and the fee (depending on the activity) will be added to your next account.

CHILD CARE SUBSIDY (CCS)

CCS is a single means-tested subsidy paid by the Government to the Centre for the purpose of reducing fees. The Government withholds a small percentage of your entitled CCS to ensure that you do not incur a debt.

Any amount owing will be refunded to you after Centrelink reconciles your account, once you have completed your tax return. CCS will not be applied to the account until the parent confirms on their myGov account the child's attendance at the service and their booking pattern as per the enrolment.

ATTENDANCE PATTERNS/ ENROLMENTS (KINDY ONLY)

Although it is a mandatory requirement under the Queensland Kindergarten Funding Scheme that children attend a Kindy program for a set number of hours each week, our Centre values the consistency that is created by children attending in a set pattern; We therefore require children to attend in the five day fortnight pattern. We understand that three days in a row can sometimes be exhausting for children when they begin at Kindy. You are welcome to keep your child home or collect them early if you feel they are tired, but we cannot enrol children for less than the five day fortnight.

ARRIVALS & DEPARTURES

It is recommended that your child be delivered and collected by a responsible adult of at least 18 years of age, who is known to both the child and the teacher. Please ensure that your child's arrival and departure are acknowledged by a staff member so that we are aware of who is in our care at all times. This information is vital if the Centre requires evacuation at any time.

It is a legal requirement that your child is signed in and out of the Centre, and that the times are correct. The sign-in register is located on a single iPad as you enter the Centre via the foyer. Only those noted as emergency contacts with permission to collect your child will be entered into our system to sign your child in/out of the Centre. To arrange for a new contact to be added, please see your child's teacher. Children must be brought into the Centre by an adult. These measures help to ensure your child's safety at all times.

We understand that there are instances when someone other than yourself must collect your child. Please note that

any person who is to collect your child must be listed as an emergency contact with approval to sign your child out. If someone who is not listed needs to collect your child, we ask that you notify your child's teacher of the change as soon as possible, and advise the collection person that they will require photo ID to collect a child from our care. If the person bringing or collecting your child has not been entered in our iPad and Kiosk system, a staff member will sign your child in or out and you will see a message to approve this the next time you sign in. You will also see this message if anyone other than parents or immediate care givers sign a child in or out. You must mark this message as read, to proceed.

Staff have many tasks to complete at either side of the program times. Preparation, evaluation, staff conferences, record keeping, and curriculum planning all have to happen in the limited times before and after Kindergarten. Your child will receive the benefits of this in the form of a well-designed and implemented program that meets their individual needs. Parents cooperation is sought in abiding closely to the session times. Please be punctual when collecting your child as they quickly become concerned when you are late.

ABSENCES & HOLIDAYS

Please notify Centre staff as soon as you know your child will not be at Kindy or if they will arrive later than 9:00am on any given day. At 9:00am, children will be marked absent if they are not in attendance. An absence of more than two weeks without notice will result in your child's enrolment being cancelled and the forfeiture of any fees paid.

Families taking holidays outside of the normal school breaks (state school calendar) are asked to inform their teacher in advance. Fees will still be payable for these absences in order to ensure your child's continuing position at the Centre. You are permitted forty-two CCMS funded absences per calendar year. Absences above this will attract full fees.

PUBLIC HOLIDAYS

Should your child's attendance days fall on a public holiday within term times, it is our policy that fees for these days still stand, as our running costs remain the same. Public Holidays that fall at the start of your child's enrolled first day for the year are not charged.

FIRST DAY

It is not uncommon for children to have some initial concerns when starting in a new Centre. You can reduce these concerns by explaining to your child that this is a place for them to have lots of fun with their friends and learn lots of new and exciting things. Many children are so excited to be starting something new that they run off, leaving their parents a little apprehensive, while other children are more hesitant and reserved by nature. Here are a few ideas to make the transition easier for both of you:

- Prepare the night before; lay out clothes and shoes and have bags, hats, and water bottles packed
- Try to have a calm, unrushed morning; allow time to settle your child at the Centre before leaving
- When you are ready to go, let one of the staff know so that we can support you and your child
- Tell your child you are going and when you'll be back (e.g. after rest time), then LEAVE. Please don't hesitate or linger, even if your child appears to be distressed. We will ensure that your child is comforted and reassured about your return and we WILL let you know if your child remains distressed for any length of time. Most children settle in a matter of moments and go on to enjoy their day
- If you are concerned, please feel free to call us half an hour or so later to check on your child.
- The wonderful thing about Storypark (see Extra Info for details), is that when a child has difficulty separating, we can easily send you a happy snap so that you enjoy your day, knowing that your child is happy and settled.

REST & SLEEP TIME

The provision of a quiet rest period is an NQS requirement for all centres operating for longer than four hours per day. Rest time is a quiet time; sleep is not essential. When body muscles have a chance to relax completely, children's minds begin to relax too. Rest time is a time for reflection and thought on the day's activities. Children need to learn to relax in order to recharge their mind and body in these very busy days.

A child who learns to relax will become an adult who is able to cope with the inevitable stresses and strains of life. We use small stretchers, which sit just off the ground. We find that a fitted cot sheet fits well. Kindy children have shown preference to using a small cushion and blanket while relaxing on the group time mats. Should your child have specific rest requirements or instructions, please discuss this with relevant staff. Please refer to our Rest and Sleep Policy for further information.

When it becomes apparent that most of the children in our Kindy groups no longer require an actual sleep, a letter is sent home informing you that the rest period will change and details will be outlined in the letter. You will have an opportunity to provide feedback at this time. This usually happens by or during Term 2.



HOW TO ASSIST YOUR CHILD TO BE READY FOR PRE-KINDY

Encourage your child to be independent in the following ways:

- Toileting, including undressing and dressing themselves, wiping themselves, and hand washing
- Feeding themselves
- Caring for their own belongings

Please note: Due to our Centre having no nappy changing facilities, all children who attend our program must be FULLY toilet trained. Please address any concerns you have in relation to your child's readiness to commence enrolment with us to our Enrolment Officer. The Enrolment Officer will arrange a discussion with your child's prospective teacher.

WHAT TO WEAR

The Centre is a very active place. Children need to wear comfortable clothes that they can manage by themselves while toileting, and which provide appropriate sun

protection (i.e. no singlets or sleeveless tops or dresses). We would also encourage parents to send children in play clothes – water, paint, and sand are part of daily life at CalCC and we do not want to see beautiful clothes ruined, or children who don't participate fully for fear of getting their clothes dirty. Girls are encouraged to wear shorts or skirts as dresses can be hazardous for climbing.

Flourish uniform items/packs are available for purchase at our Centre. Please ask staff for an order form or prices. Flourish t-shirts are a great idea and may assist in avoiding conflict about wearing special clothes that may be soiled by your active child.

Children need to play in bare feet. It allows them to grip surfaces when climbing and aids the development of a complex reflex system set off by nerve endings in the feet. For safety, growth, and sensory experience reasons, we prefer children to wear no shoes while playing. Parents should notify their child's teacher if there are medical reasons why this cannot happen. Please ensure that your child has a pair of shoes that they can self-manage for when we go on excursions to the College.



FAMILY

INVOLVEMENT

Families often ask about ways to be involved. Simply staying for an hour or so one morning is an excellent opportunity for you to see what your child's experience is like. We find that children love to show their family the Centre and really enjoy these special moments. As some children take longer than others to settle into the new environment, we recommend that parents not stay until they are settled.

Parent involvement IS NOT a time for scrubbing beds or disinfecting equipment. We encourage you to spend time with your child; play with them, meet their friends, read a story, do a puzzle, or join them at meal and group times. If you have a special skill that you can show or teach the children, this is a great time for it. Ideas include gardening, pottery, craft, perhaps you have a baby who would be

willing to be bathed and fed, or maybe you play a musical instrument that we could sing along to. We appreciate all of your giftings and would love you to share them with us!

We do ask you to assist with tidy-up times and pack -up times if you are present, as all-in-together makes it happen more efficiently. Please carefully supervise younger siblings during your stay.

Please let your child's teacher know if you would like to stay for a while. Regulations require all visitors other than parents, including grandparents, to have a working with children suitability card, or 'BLUE CARD'. This is in place to protect your children. Forms are available from the Nominated Supervisor.



PARENT/CARER RESPONSIBILITIES & COMMUNICATION

Open, honest, and respectful communication between families, educators, and children is essential to the smooth running of our service. Please ensure that you read all the information pertaining to the Centre in order to be familiar with policies and requirements. We truly appreciate it when you read notices and return response slips promptly. *THE BEST WAY TO ACCESS INFORMATION IS VIA STORYPARK. PLEASE BE SURE TO ACCEPT OUR EMAIL INVITATION, LOAD THE APP, AND TURN ON NOTIFICATIONS.*

Please comply with the relevant medical, health, and hygiene policies and ensure that you provide our Centre with relevant information as requested. Please notify the Centre of any changes in information recorded about your child e.g. address, emergency contact numbers, custody arrangements, email address, medical management plans.

You are encouraged to speak to your child's teacher about their progress or any concerns that you may have at any time during the year. Please understand if the teacher is unable to talk to you immediately; they will be more than happy to make a time to speak to you without the distractions of other children and parents.

Parent/Teacher Interviews will be available late in Term 3. These interviews are for children enrolled in Kindy, to discuss their readiness for Prep the following year. Interviews are not compulsory, however it is a wonderful opportunity to discuss your child's progress and readiness for Prep. Your child's teacher may request an interview with you if there are concerns about your child's readiness to enter the Prep program.

PLEASE NOTE: PARENT INVOLVEMENT IS NOT COMPULSORY. We understand that for many parents, time to assist is limited. Maybe you can stay for an hour or so.

EXTRA INFO



BIRTHDAYS

We love to help your child celebrate their birthday. On this special day you may like to send in some small cupcakes to celebrate. Please check with your child's teacher about how many cupcakes are needed. Please use only vanilla or chocolate icing and avoid the use of food colouring and excessive amounts of lollies, etc. on these cakes. If your child is on a restricted diet and unable to eat these shared items, please discuss alternative arrangements with your child's teacher to avoid disappointment. A simple alternative could be supplying your child's teacher with a few cupcakes to freeze in the class freezer, to be readily available on days that birthday cakes are brought in.

PROGRAM

Your child's teacher records observations and information on your child's progress and learning throughout the course of the year. If you wish to discuss your child's progress at any time, please make an appointment with your child's teacher at a mutually convenient time.

Our programming is accessible in the rooms at all times. If you wish to place input or feedback about the weekly program, please see your child's teacher or send us an email.

LEARNING APPROACH

Flourish Early Learning is inspired by The Walker Learning Approach (WLA), an Australian designed teaching and learning approach (pedagogy) that authentically personalises learning and is developmentally and culturally appropriate. Learning is real, relevant and meaningful for all children regardless of their age, culture, family context, socioeconomic background or geographical position.

It places the child at the centre and utilises developmental psychology and biology alongside cultural and environmental influences as its pedagogical platform and the basis for practical application across the Australian setting. The WLA is incorporated in a systems-based model for the education of the whole child (birth to 12 years) through theories of practice, parent education, empowerment and inclusion, teaching and learning at school, and establishing and sustaining links and networks between family and community.

SPECIAL BOOKS

At the start of the year each child will be given a folder, which we refer to as a 'Special Book'. Special Books are used to collect your child's art work and some evidence of your child's learning, in the form of stories, photos and other items you, your child, or your child's teachers consider valuable.

There will be specific opportunities for families to contribute to the Special Book throughout the year and you are encouraged to add items or personal notes that you consider applicable, at any time throughout the course of the year. The books are accessible at all times and children will be encouraged to share new additions with their families during the course of the year. The Special Book is the property of the child and at the end of Term 4, or upon leaving our service, the Special Book will be prepared by your child's teacher to take home.

MEDICATION & ALLERGIES

MEDICATION, ILLNESS, OR INJURY

All medication must be handed to the Nominated Supervisor/Teacher and will be administered appropriately, accurately and safely in accordance with the following:

Prescribed medication will be administered in accordance with the doctor's instructions as set out in a dated letter, or as per instructions on the original pharmacist's label attached to the medication and containing the child's full name and details.

Non-prescribed medication can only be administered with a dated letter from the child's doctor outlining the appropriate use and dose.

The Nominated Supervisor has the discretion to assess whether medication can be administered appropriately, accurately and safely, and to refuse admittance of a child for the period that medication is required. This will be done only to ensure the health and safety of your child when the administration requirements cannot be met.

Parents are required to complete a medication log for each day the medication is required. This log will then be signed by the staff member who administers the medication, and by a witness (another staff member).

It is imperative that the Nominated Supervisor has correct and current contact phone numbers available at all times. Your child may become suddenly and seriously ill at any time during the Kindy day and you will want to be informed as soon as possible.

EMERGENCY PARACETAMOL

Liquid paracetamol may be administered if a child has a temperature of 38 degrees or more, provided written consent is given by parents as listed on the child's enrolment form. If consent is not given, parents will be contacted and asked to collect the child from the service. In this case it is recommended that parents take the child to a medical practitioner for a consultation.

If a child presents with a fever (38 degrees or more), the child will be excluded from the service for 24 hours from its onset. As soon as possible, following the administration of a single dose of liquid paracetamol, the parents will be contacted and instructed to collect the child or arrange further care. In the event that neither parents nor emergency contacts can be raised, the Nominated Supervisor (a fully qualified first-aider) will take whatever steps are deemed necessary to prevent the child's condition from becoming worse.

All of our staff hold current first aid qualifications and in the event of an injury or incident, will follow the current approved course of action. The staff member, in association with the Nominated Supervisor, will take the necessary steps to ensure your child's safety and well-being at all times. If necessary, an ambulance will be called prior to notification of parents. Parents or an emergency contact will be contacted as soon as practicable and notified of any action taken by the staff or relevant authorities.

A medical clearance form can be requested at the discretion of the Nominated Supervisor before a child will be re-admitted to the service after a temperature, injury, or illness.



Always kiss your children goodnight, even if they're already asleep!

ALLERGY AWARENESS & MANAGEMENT

In relation to managing anaphylaxis-related food allergies we refer to the ASCIA guidelines for prevention of anaphylaxis in schools, preschools, and childcare: 2015 update. This can be retrieved from <https://www.allergy.org.au/health-professionals/papers/prevent-anaphylaxis-in-schools-childcare>

“Food bans are not recommended as the primary risk minimisation strategy due to difficulties in implementation and lack of proven effectiveness.” (Abstract p. 949)

Implementation of practical strategies to reduce the risk of exposure to known allergic triggers:

“Because it is not possible (nor practical) to remove all possible allergic triggers from a school/childcare environment, the aim therefore is to implement age-appropriate and practical strategies to reduce the risk of inadvertent exposure, and review these policies annually, or if a reaction does occur.” (p. 951)

Therefore, we refer to our service as an ‘Allergy Aware’ service with a range of risk management and prevention strategies in place as outlined in this policy. Food bans will not be enforced unless ongoing monitoring of an individual case suggests that a food ban is warranted.

POLICIES

NUTRITION POLICY

Teaching children positive eating behaviours during early childhood can set them up with healthy eating habits for life. Developing a positive relationship with food, as well as a balanced approach to eating, can lead to better health outcomes in the long run.

We believe that as educators we can contribute to those healthy eating habits through our mealtimes within the centre. Children have the opportunity to eat their meals in a relaxed communal setting with plates, bowls and cutlery provided.

We provide morning tea, lunch and, if you are enrolled for Long Day Care, afternoon tea each day. Our meals are prepared fresh on site by CalCC staff, who are trained in food safety and handling.

These meals are also provided during Vacation Care.

We create a fortnightly menu which is displayed in the centre and on Storypark.

Only variations based on dietary requirements and allergies can be catered for, we do not cater for food preferences. Please let staff know what your child's needs are.

There is always plenty of food available each mealtime, every child has the opportunity to have more if they are still hungry. However, if you feel your child would prefer a different type of food please let staff know so we can ensure that they are given their lunchbox.

Please include a water bottle that is clearly labelled. Please only provide water, fruit juice does not comply with our nutrition policy and milk cannot be kept at a safe temperature for consumption.

Water bottles need to be able to be opened by your child without the assistance of staff. This ensures your child can access water throughout the day and keeps handling the bottles by other people at a minimum.

If you provide food for your child PLEASE DO NOT include foods that are high in sugar, salt or fat (e.g. potato chips, sweet biscuits, cakes, chocolate, lollies, gummy treats, roll ups and fruit juice drinks). These foods do not follow our nutrition policy and will be wrapped and placed back into your child's lunch box. Staff will notify you upon collection if this has occurred.

Another important consideration for packing your child's lunch is their own ability to manage packaging themselves.

As we attempt to minimise our impact on the environment we would ask you to limit the amount of packaging in your child's lunch and use reusable containers when possible.

Please Note: All food will be refrigerated, and for this reason food handling regulations prevent the use of insulated lunch containers. Food should be stored in reusable plastic containers, always clearly marked with your child's name. If your child's meals are not named, they will always be the last to receive their meal due to the necessary process of elimination.

At times, we program cooking experiences for your children through the term and in Vacation Care.

We will notify families of these experiences in advance so you can discuss individual health needs with staff. We will provide intolerance and allergy free recipes and, when this cannot occur, we will provide alternative ingredients or foods. We also cater for cultural requirements when necessary.



IMMUNISATION POLICY

We strongly encourage the immunisation of children as it not only protects the child, but other vulnerable parties, such as small babies and pregnant mothers.

Parents/Carers are required to provide an Australian Childhood Immunisation Register Immunisation History Statement or officially completed Personal Health Record upon enrolment. Please update at time of 4 years immunisation.

For those parents who choose not to immunise, we will provide you with An Agreement to Withdraw form for both parents to sign and return. In the event of an outbreak of a vaccine preventable disease, you will be required to remove your child from the Centre until the risk of infection has passed. This action also applies to children with incomplete immunisation.

Parents/Carers are required to inform the Nominated Supervisor/Teacher if their child or a member of their immediate family contracts a vaccine preventable disease.

For further information contact Queensland Health on 13 HEALTH (13 43 25 84).



POLICIES CONTINUED...

GRIEVANCE PROCEDURE

It is important to us that both you and your child have an enjoyable experience of Kindy/Pre-Kindy. While we endeavour to ensure that we meet the needs of all of our families, we understand that there are times when you may feel that this is not the case. We are keen to resolve issues quickly and appropriately and would like the opportunity to explain and perhaps even change processes in order to support our families and their children. We are unable to do this when parents/carers gossip or complain in the car park or at gatherings outside Kindy. Should you have a problem, concern, issue, or query, PLEASE direct it to an appropriate person who may be able to help or explain.

All queries and concerns should be first addressed directly with the person or persons concerned. It is imperative for open and honest communication to occur between people in order to achieve resolution.

Queries or concerns regarding the educational program and/or your child's progress should be directed first to your child's teacher, then, if unresolved, to the Nominated Supervisor, and if still unresolved, to the Principal at Caloundra Christian College.

Queries regarding fees should be directed to the accounts department at Caloundra Christian College. Other matters relating to the management of the Centre should be addressed, in the first instance, to the Nominated Supervisor.

BEHAVIOUR GUIDANCE

Our philosophy is that many behaviour issues can be prevented with careful planning and preparation. We negotiate rules for our classrooms to prevent injury and promote cooperation, compassion, and participation. We use positive guidance and reinforcements to encourage appropriate behaviour. Children are taught to 'use their words' and aided in the development of negotiation skills. We encourage children to be assertive and employ the phrase 'Stop it, I don't like it', which has a two-fold effect of making a clear objection to a situation and alerting staff to the situation. At no time will staff use physical, verbal, or emotional punishment. Instead we remind the child of the appropriate behaviour (warning) then we offer the child a choice of adopting the appropriate behaviour or a consequence (usually time out to think about how they can behave in an appropriate manner). Parents will be informed of any serious behaviour issues and an action plan will be developed.

PRIVACY & CONFIDENTIALITY STATEMENT

Flourish Early Learning Community recognises that every individual has the right to ensure their personal information is accurate and secure and only used or disclosed to achieve the outcomes for which it was originally collected. Personal information will be managed openly and transparently in a way that protects an individual's privacy and respects their rights under Australian Privacy Laws.

Flourish Early Learning Community will not use any personal information for any purpose that is not reasonable for the proper or effective operation of the Centre. Personal information may be accessed and exchanged with staff educating and caring for a child, as well as administrative staff.

SMOKE & ALCOHOL FREE ZONE

Like all areas for children, our Centre and all areas around it are 100% smoke and alcohol free at all times. All those who enter the Centre are requested to refrain from consuming alcohol or smoking in the vicinity of the Centre.

FIRE, EMERGENCY EVACUATION, & LOCK DOWN DRILLS

Fire and lock down drills will be held every term so that the staff and children become familiar with the procedures. In the event of a fire here at Kindy:

The Nominated Supervisor will notify Admin who will call 000. (Otherwise, emergency evacuation will be notified via the College Fire Alarm). Once staff have ensured that all persons present are accounted for, they will exit by the closest and safest marked exit and cross the road at the pedestrian crossing, then proceed to the designated assembly area, if deemed safe. An alternate destination will be used if the situation requires.

Once at the destination, the roll will be called. It is most important for the safety of the children that all adults remain calm. If required, all parents will be contacted to collect children as soon as possible, using supplied contact details.

The lock down procedure requires the children and staff to gather in a pre-designated location within the classrooms. Once the lock down is lifted, a second alarm sounds.

Thank you for choosing our Centre, we feel both honoured and privileged to be entrusted with your children and we look forward to developing close and warm relationships with you and your children.

Flourish Early Learning Community

**A place of love,
laughter, and
learning.**

Our goal is
to see your child
Flourish



Contact Information



Flourish Early Learning Community

7 Gregson Place Caloundra Qld 4551

Phone: (07) 5436 6777

Email: kindy@calcc.qld.edu.au

prekindy@calcc.qld.edu.au

enrolments@calcc.qld.edu.au

Early Childhood Education and Care

Department of Education

Email: eccec@qed.qld.gov.au

Maroochydore Regional Office

PO Box 5489

Maroochydore Qld 4558

Telephone: (07) 5352 9910

Fax: (07) 5352 9201

Email: maroochydore.eccec@qed.qld.gov.au

Early Childhood Information Service: 13QGOV (137468)

Flourish Early Learning Community is licensed by the Early Childhood Education and Care division of the QLD Government under the Education and Care Services National Regulation and Education and Care Services National Law (Queensland) Act 2013. The Centre must meet the requirements about activities, experiences, and programs, numbers of staff members and children, and staff members qualifications, according to the legislation and funding criteria.