

Edinburgh College

Early Learning Centre Parent Handbook



Important Contact Information



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Welcome



Welcome to Edinburgh Early Learning Centre.

It is our privilege and a wonderful experience to nurture, educate and care for your child in our Early Learning Centre at Edinburgh College.

Working with children and influencing their early years is a passion of every staff member at our centre. It is without a doubt, a rewarding job, and we like to think that the children that learn in our classrooms influence and impact us just as much as we influence and impact them.

We would like to warmly welcome you to Edinburgh Early Learning Centre, and we look forward to working alongside you.

The information in this handbook will assist you and your children in settling in and enjoying your experience at our centre.

If you require further information after reading this document, please do not hesitate to contact the Early Learning Centre staff through the contact information found on page 1.

The Early Learning Centre Policy and Procedures manual can be accessed via the link below and in the centre foyer.

Once again, welcome to our Centre. We look forward to sharing the wonderful journey of early education with your family.

Our Philosophy



Centre Philosophy	Children's Philosophy
<p>Edinburgh College Early Learning Centre provides education and care in a nurturing environment, where the values taught by Jesus Christ are supported and encouraged in the child's early years learning environment.</p>	<p>At Edinburgh ELC we learn about Jesus and His purpose and plan for us. We are blessed.</p>
<p>We believe that children are unique and should be treated as such. Thus, we strive to meet the individual needs of each child through intentional and spontaneous experiences within the classroom and outdoors that are a blend of spiritual, mental, physical, emotional and social development. We achieve this by the experiences we plan, our actions, our words and our attitudes.</p>	<p>We know that we are all different, unique and individual, just the way Jesus made us to be. We celebrate and respect all people. We are unique. We do many unique things like socialising with our peers, engineering and construction, music and movement, literacy, numeracy and exploring science and nature. We have fun.</p>
<p>We acknowledge that we are blessed and privileged:</p> <ul style="list-style-type: none"> ... to help shape the lives and future of the children who pass through our doors. ... to be a partner with the parents who walk beside their children; and ... to be of support to the colleagues who work alongside us. 	<p>Our teachers smile at everyone, use kind words and make us feel safe. We are loved.</p>
<p>Edinburgh College Early Learning Centre aims to develop Christian values in a learning environment which encourages children to love and serve others; principles that lay the foundation for the journey of life.</p>	<p>As we learn about Jesus, we discover how to care for one another as we grow. We respect and celebrate each person's cultural heritage, customs, language and traditions. We love others.</p>

Priority of Access



All enrolments received by Edinburgh Early Learning Centre will be accepted in accordance with the Commonwealth 'Priority of Access Guidelines'. Any applications for enrolments received after all places are taken will go onto a waiting list. As vacancies arise, the priority of access guidelines will be applied to place children into the centre.

If day/s requested are not available, then Edinburgh Early Learning Centre will contact parents/guardians and discuss the following options:

- Change of days (subject to availability)
- The child's place on the waiting list
- Cancellation of a booking enabling the child to enter care

Parents will be notified by phone if their place is to be given to a higher priority child. This notification will be given with a minimum of 14 days notice.

Priority for allocating places:

First Priority	A child at risk of serious abuse or neglect
Second Priority	A child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under Section 14 of the Family Assistance Act.
Third Priority	Working parents requiring 5 days of care
Fourth Priority	Children or family attending Edinburgh College
Fifth Priority	Any other child

Confidentiality and Privacy

Edinburgh Early Learning Centre protects the privacy and confidentiality of individuals by ensuring that all records and information about individual children, families, staff and school are kept in a secure place.

CCS assessment notices, enrolment forms, attendance sheets, attendance amendments, payment sheets and medical certificates will be kept within the Centres software system and office files. This information is only accessed by, or disclosed to, those people who need the information to fulfill their responsibilities at the centre or have a legal right to know.

All photography and/or filming of children will only be allowed with written permission from the parent/guardian/approved person and remain the property of the centre.



Places and Hours of Operation



Edinburgh Early Learning Centre is registered for 118 places. The centre is unable to accept any children over this approved number of places.

Centre Operating hours are from 7:00am - 5:30pm 49 weeks of the year.

Opening and closing dates will be advertised on the school website: edinburgh.vic.edu.au.

Child Care Subsidy (CCS)

Edinburgh Early Learning Centre supports a fee system that is affordable and accessible to all families. Clients of the centre are eligible to receive reduced fees when they register with Centrelink for Child Care Subsidy (CCS).

CCS for all eligible families will be paid directly to the centre and a reduced statement will be received by those eligible families.

Common reasons why the government would stop your CCS payments:

You have not completed in full your assessment for the current financial year.

Your prior year tax return has not been completed.

Your child's immunisations are not up to date.

Parents can register by calling Centrelink or by completing your assessment online through MyGov.

Bond Payments

It is a requirement that all families pay a \$200.00 bond per child at the time of accepting their place at Edinburgh Early Learning Centre. Your place will not be secured until the payment has been received. Your payment can be made by bank transfer. (As per the bank details under the section: Statement & Collection of Fees)

Bond Requirements:

1. Your booking must remain locked in for your first 12 weeks, from your start date. Decreased days within your locked period will result in forfeiting your bond payment.
2. If you have forfeited your bond payment and your child is returning to the Centre the next year, it is a requirement that you pay bond for the new year with the same 12 weeks locked period for the new year.
3. Returning children for the next year (bond still in place), there is a locked period from the 1st October to the end of term 1 the next year. (Same ruling as Rule 1)
4. Increased days in your locked period will not affect your bond payment

The bond is held by the Centre until the family completes a de-registration form with the two weeks notice requirement. The bond will be returned to the family via bank transfer after one month, this gives the Centre time to ensure there is no change to any CCS entitlements.

Statement & Collection of Fees



Family statements will be available via Xplor to the primary carer only (CRN holder) weekly. Payments must be made weekly on Thursdays.

For an up to date schedule of fees, please contact us via phone or email.

Payment Options

The payment options available to parents/guardians are:

1. Eftpos or credit card payments can be made at the ELC office.
2. Payments can be made by direct deposit into Edinburgh ELC bank account, by electronic funds transfer (EFT).
Please ensure you use your child's name as your reference in the description if paying by EFT.
3. Direct Debit via Xplor

Account Details for Bank Transfer

Account Name:	Edinburgh Early Learning Centre
Account Number:	431804
BSB:	033-152

Non-Payment of Fees

Edinburgh Early Learning Centre encourages parent/guardian/approved persons to contact the centre if there is a problem with paying their account. Any difficulties encountered in paying the account should be discussed with the Administration or the Director. Continuous non-payment of fees may jeopardise your child's place at the Centre.

Late Pick-up Fee

Collection of children between 5:31-5:45 pm - **Fee: \$5.00 per minute per child**

Collection of children after 5:46 pm until collected - **Fee: \$10.00 per minute per child**

Please be aware that this fee is not claimable through your Child Care Subsidy.

Staff will endeavour to contact the families/caregivers or emergency person nominated. If late fees are incurred on three occasions within a term, the family's ongoing enrolment will be reviewed.

Bookings, Cancellations and Absent Days



Bookings and cancellations are essential.

Casual bookings will only be accepted where and when vacancies are available. Casual bookings must be cancelled by 9am the day prior to avoid the casual fee being charged. Casual bookings can be requested through the Xplor Home app.

Fees are payable for all permanent booked days including absent days. Absent days **MUST** be recorded in the Xplor Home app by the parent/guardian as soon as you know your child will not be attending their booked day.

Change of a permanent booking or discontinued enrolment requires two weeks' notice. If no cancellation is received or cancellation is made after the specified time, the session fees will be invoiced.

For booking or cancellation queries, please contact the Early Learning Centre on: phone: 03 9728 2211 or email elc@ec.vic.edu.au

Public Holidays

Public holidays are charged at 50% of the daily rate.

Signing In and Out

Accurate attendance records need to be kept, as this is a legal requirement of the Department of Education and Training. Only parents/guardians, or their authorised representatives are permitted to sign children in or out of the centre.

IMPORTANT NOTE:

Only parents/guardians will be able to use contactless sign in/out using the Xplor Home app. All other authorised persons must be set up by the parents/guardians in the Xplor Home app as a 'Contact'. A Contact will use their own details to sign in/out on the iPad. This is a very important step in our process of ensuring **ALL** children are leaving our centre with a safe and authorised person.

IT IS A BREACH OF OUR SECURITY POLICY IF YOU SHARE YOUR LOGIN DETAILS WITH ANY OTHER PERSON. If you require someone other than an already authorised person to collect your child, please add them as a 'Contact' on the Xplor Home App, or call the office - 03 9728 2211 and follow the steps in the next section, Alternate Pick Up Arrangements.

Authorised person/s must be 16 years or over.

No children will be permitted to leave the Centre/school grounds alone.

Alternate Pick Up Arrangements



If a parent is aware that they are unable to pick up their child by closing time, they need to organise another authorised person to collect their children.

If an existing authorised person is unable to collect a child then the parent can give verbal or written consent (email) for another person to come and pick up their child. They must give the staff member the unauthorised person's name, their relationship to the child, address, date of birth, and phone number.

The unauthorised person's photo identification must be verified by an ELC staff member and will be photocopied and kept on file before they can sign the child out.

All authorised person/s must be 16 years or over.

Custody

The centre will abide by any existing court orders issued by the Australian Family Court where a child attending the centre is not living with both parents. A copy of the court order must be attached to the enrolment form or supplied to Administration. Families need to provide legal documentation for any changes to a court order, as soon as possible.

Protective Care of Children

Edinburgh Early Learning Centre has a responsibility to all children attending the centre to defend their right to care and protection against abuse and neglect. Procedures are in place to record and report any cases of suspected abuse. The Director will be notified and will report the claim further. All matters will be kept confidential.

First Aid

All permanent staff will receive training to 'Provide First Aid in an Education and Care Setting', which meets the Children's Services National Regulations.

The Centre will ensure that a First Aid kit is maintained in effective order at all times on the premises in a position readily accessible to staff in an emergency.

Immunisation Requirements

No Jab, No Play legislation requires parents/carers to provide evidence that their child has received all the vaccines they need and can confirm enrolment in a service. Following enrolment parents are required to keep this evidence up to date with the service.

An up to date immunisation statement must be provided before a child's starting date, you are also required to provide an updated statement when changes have been made to your child's statement.

If you do not keep your child's immunisations up to date, the government will stop your rebate payments to the centre (CCS).



Medical Details

Edinburgh Early Learning Centre aims to provide a safe environment in which children may play free from harm. In the event of an accident, trained staff will apply appropriate First Aid.

Parents/guardians are required to provide written authority (included in the enrolment form) for staff of the centre to seek medical attention for their child if required. All children's medical records will be kept readily available for all staff.

Parents/guardians will be asked to check and update children's medical details annually. However it is the parent/guardian's responsibility to notify the centre of any changes throughout the year.

Parents/guardians must provide the centre with up to date medical action plans if these apply annually.

Parents/guardians need to provide the centre with any required medication, and complete the relevant Medication Authorisation Form.

Children with inaccurate medical forms or no medication provided will not be allowed to attend the centre.

Food Allergy Management

EELC is an [Allergy Aware](#) service. This means that there is no longer a blanket ban on particular foods, however we have a range of procedures and processes in place to ensure that children with all allergies are kept safe at all times, whilst also educating children to be aware of and sensitive to food allergies.

Nutrition

Edinburgh Early Learning Centre aims to promote healthy eating habits. The centre will respect and support any special dietary requirements of individual children.

Healthy lunches must be provided by families. At morning tea, children are encouraged to eat fruit, vegetables and other healthy snacks. Children are encouraged to eat other snacks at lunch time after their main lunch is finished.

Sun Smart



Edinburgh Early Learning Centre has a responsibility to keep the children safe and protected at all times. This is especially important when children are outside and need protection from harmful ultraviolet radiation (UVR) of the sun.

The centre will ensure that all children and staff attending are aware of the Sun Smart policy and procedures.

The Sun Smart program will be followed throughout the year and the UV levels are checked everyday to determine the use of sun protection.

All children attending the centre are provided with one bucket style hat at the beginning of the year. Hats will remain at the centre to be worn according to the UV levels.

Staff

Edinburgh Early Learning Centre acknowledges that professional staff results in a high quality centre. It is important that each family feels comfortable with the staff members supervising their children.

Edinburgh Early Learning Centre staff members are offered opportunities for appropriate training to provide high quality education & care for all children. Edinburgh Early Learning Centre requires all staff members to be suitably qualified, experienced and meet the requirements of the regulatory authority.

Positive Guidance of Children

Edinburgh Early Learning Centre provides a safe, positive and stimulating environment. Our centre encourages responsible and constructive behaviour in all children. We firmly believe the management and guidance of children's behaviour is a critical part of providing a quality service.

Behaviour management strategies will always respect the child's rights, whilst at the same time being appropriate to the individual child's stage of development.

Staff will provide a consistent approach to the guidance of children's behaviour and will intervene to prevent inappropriate behaviour.

Boundaries will be clear, child focused and easy to understand. Staff will endeavour to communicate and work with the children displaying inappropriate behaviour to understand and discuss the issues. When appropriate, child/ren will be redirected into a positive experience.

Emergency Procedures

Edinburgh Early Learning Centre aims to provide a safe environment for all children and staff. Personal safety and security of all children is of prime importance while in attendance at the centre.

Smoke alarms and fire extinguishers have been installed and are maintained. Emergency evacuation procedures are clearly displayed on the entrance of the centre and emergency evacuation will be practised with the children once a month.



Grievance Procedures

Edinburgh Early Learning Centre will seek to foster positive relations between all families and staff. Every parent has the right to a positive and sympathetic response to his or her concerns.

Solutions will be sought to resolve all disputes, issues and concerns that affect the day-to-day wellbeing of the centre in a fair, prompt and positive manner. If parents/guardians/approved persons have a concern about the centre, they can discuss the issue with the Administration or put any concerns in writing.

Any grievance received will be acknowledged within one working day of receipt. All grievances will be handled in a confidential manner. If required, please see our Grievances Policy that can be accessed via the QR code that will be available in the Centre foyer.

Complaints and grievances received from children will be resolved in the same manner as parents' complaints and grievances.