

# Early Years Education

Let Us Grow Your Child's Potential

## Parent Information

Opened in 2010 Early Years Education Como is a unique boutique early education establishment catering for children from 2—5 years. Located on Canning Highway it is highly convenient for families living and working in the area. Early Years Education ensures your children can develop a strong sense of being, becoming and belonging.

We have high quality teachers who plan highly effective learning opportunities on a daily basis and our centers' philosophy ensures that we can provide your children with the very best care and education. Our large protected outdoor play area enables the children to explore and discover within a sustainable environment.

This handbook is designed to assist you in the preparation for your child's first day, and to inform you of what to expect.

The following information outlines some of your responsibilities and provides a guide as to some steps you need to take.

We are confident that we can help you to enjoy your child's first experience in an educational environment.



### Early Years Education

|           |                                     |
|-----------|-------------------------------------|
| Directors | Sue Lawrence & Helen Bone           |
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Helpful

Information

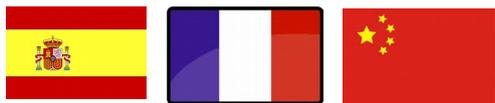
- Ensure your child is ready for their first day
- Get all your paperwork done
- Register with Centrelink
- Understand our Policies and Procedures
- Government Child Care Assistance
- Fees



Grow your Child's Potential



# What makes Early Years Education Different



Language (Spanish, French, Mandarin,)

Early Years Education offers Pre-Kindergarten, and Kindergarten programs that revolve around the 'Language Experience', conducted through activities such as music culture and art.

Experiential learning is used to create links between spoken and written language. This language experience strategy creates opportunities to use their oral language as a basis for constructing written text. It is widely accepted that the benefits of language studies go beyond being able to speak another language.

Children who have the opportunity to learn languages are not only be able to communicate better with people from different cultures but it will also enhance their cultural understanding and cultural intelligence, Research from the Victorian government also suggests that learning another language helps boost children's literacy skills and comprehension of English.

## Interactive

At Early Years Education we teach in small groups ensuring we are always interactive with the children. As each day progresses our goal is to achieve different play based learning experiences, enhancing your child's ability to interact with all aspects of their environment. If they interact with confidence then we believe they are well prepared for their next phase of education.



## Individual

We focus on the individual developmental needs of each child. We work towards each and every child being able to achieve their maximum social, emotional and physical learning capabilities.

## Portfolios

Your child's school portfolios are a important record of the their learning progress. It shows the quality of your child's individual, overall performance. They usually feel very proud when they can share their work with you to show their family. It allows them to discuss and show off what they have learned.

We believe that sharing your child's efforts and achievements in a variety of learning areas is a positive way for parents to keep track of their child's individual progress. Our observations, extensions and whole center group activities facilitate this feedback.





## What makes Early Years Education Different

### *Book Reading and News Time*

Every day we read stories to the students. This may be in English, Spanish, French or Mandarin, they enjoy this and participate willingly. We encourage a high level of concentration asking questions along the way so the children know we are reading together. The child's involvement in this reading process is very important too. We encourage the children to share things they love with their class mates. This builds social confidence and strong binding friendships with other children.



Grow your Child's Potential



## Enrol Now

Early Years Education is a long day care for children from 2-5 years, open from 8.00 to 5.30. Families can put their child's name on the waiting list by contacting us and completing an expression of interest or enrolment form.

We strongly encourage families to consider 2 days per week as a minimum enrolment to ensure the child has the best opportunity to enjoy, and benefit from, the enriched learning experience we offer at Early Years Education.

Children may only attend after a completed enrolment form has been submitted and the office has received a copy of the child's birth certificate and immunisation record.

Families are required to give at least 4 weeks written notice of their intention to end their child's enrolment at the Centre, or to reduce their child's days of attendance.

## First day preparation

- Labelling
- Sunscreen
- Waste Free Lunch-boxes (no nuts)
- What to pack
- Enrolment Form



## Before your child starts their first day

### Labelling

As a school, it is important that **ALL** items including nappies are clearly labelled. We have many students with the same water bottle and lunch containers. Items must be clearly labelled or it makes it difficult for the teachers and your child to identify their items.

### Lunch boxes (a healthy happy lunch box—no nuts or peanut butter)

We kindly ask that you do not over pack your child's lunch box. Only put in what they usually eat. We spend a lot of time encouraging the students to eat by sitting with them for an appropriate amount of time, sometimes 30 minutes.

We advise you that if food goes home then it is usually because your child simply was not hungry. They try their best to eat their food and our teachers

### What to pack

- Water bottle
- Nutritious Lunch which is easy to eat, fork or spoon if required)
- Morning and Afternoon Tea (Afternoon tea to be labelled in a ziplock bag)
- Change of Clothes & spare underpants
- Nappies if required
- Sleeping Sheets (cot size) (if they are having rest time)
- On your child's first day they will receive a hat and shirt.

### SMS & Email

You will receive from time to time individualised information around the day's activities your child has been involved in. These are dependent on the time teachers have to engage as they are very busy teaching and interacting with your child.

### Newsletter

We send out regular newsletters, if you miss it you can read it in our foyer at school.

### Facebook

We regularly post events that have happened at the school on Facebook. Go to our Facebook page to "like" us and see what is going on. Remember if you wish to not have your child on any of our media simply let us know on your enrolment form.

## *Important Information*

Our Policies and Procedures are available in the foyer of the centre. Here are some important points summarised for you, please read these and take the time to inform yourself.

### *Sunscreen*

It is very important that all parents include sunscreen application as part of their regular morning routine before dropping off their child to school. The sunscreen will be well absorbed on your child's skin by the time they need it for outdoor play. We also re-apply sunscreen at approximately 11am and 3pm.



### *Sign In Sign Out*

Please ensure you always sign in and out via the iPad this ensures we have accurate records throughout the day and also enables you to receive your assistance payments.

### *Drop off Pick Up*

If you have family members or carer's assisting you please ensure they are either on the enrolment form or staff are advised in advance. If there are people you wish not to be able to pick up your child please ensure Sue or Helen are made aware, and it is on the enrolment form.

### *Medication*

If you wish for us to provide medication to your child please fill in the medication form as you sign in. Allergy/Medical Information

If your child has an allergy or medical condition we need to be aware of ensure the details are on the enrolment form and the Sue or Helen is made is aware.

### *Sick/Unwell/Children*

If your child is sick or unwell please care for them at home. If they are sick/unwell at school we will call to come and pick up your child. Please ensure you are available and come within a reasonable time frame.

### *Start Finish Times*

The Centre opens at 8:00 am and closes at 5:30pm, please ensure you pick your child up before closing. A late fee may be charged if pick up occurs after 5.30pm.

### *Car Parking*

As we have limited car bays it is important that you ALWAYS park correctly in one car bay and also consider that other parents need the car bay so dropping and collecting your child in a timely manner is encouraged.

Please do not park all day at the school as this makes it difficult for other families to drop off or pick up their children.

If you need to park your car all day please use alternate parking near the school. We encourage social talks but please make them elsewhere, not in the car bays/or on school premises.

# Government Childcare Assistance



In early July, the Federal Government introduced a new Child Care Package to bring more support to more families across Australia.

The package replaced the Child Care Benefit and the Child Care Rebate with a single, means-tested Child Care Subsidy.

The new subsidy is more generous for low and middle income families, but less generous for very high income families (defined as having a household income above \$351,248 pa).

## **Key facts about the Child Care Subsidy**

- Families earning \$66,958 or less receive a subsidy of 85% of their child care fees (up to the rate cap of \$11.77 per hour).
- For families earning over \$66,958 to under \$171,958, the subsidy gradually tapers down from 85% to 50%, receiving 1% less for every \$3000.
- Families earning \$171,958 to under \$251,248 will receive a subsidy 50% of their fees.
- For families earning \$251,248 to under \$341,248, the subsidy gradually tapers down from 50% to 20%, receiving 1% less for every \$3000.
- Families on \$341,248 to under \$351,248 will receive a subsidy of 20% of their fees, while families on income \$351,248 or more will receive no subsidy.
- The annual cap has been abolished entirely for families with income less than \$186,958 a year. For families earning more than \$186,958 a year the cap will be lifted to \$10,190 per child per year.
- In two parent families, both parents must engage in recognised activity for at least 8 hours a fortnight to receive the subsidy (unless exempt).
- Recognised activities include but are not limited to: paid work (including leave), approved study or training, actively seeking work, volunteering and self-employment.
- Families can access up to a maximum of 100 hours of subsidised care per fortnight dependent on how much they are working, studying or doing other approved activity.
- New hourly rate cap of \$11.77 per hour subsidy will be introduced for centre-based care which the Government will use when determining your level of subsidy. However, your child care service may charge above or below this amount. The Government will use the lower amount to calculate any subsidy entitlement. In most cases, the subsidy will be paid directly to child care providers, in which case you only pay the difference between the fee charged by your service and the amount subsidised by the Government.
- 5 per cent of your weekly Child Care Subsidy entitlement will be withheld by the government. Following reconciliation of your tax return at the end of the financial year, any amount owing to you will be paid as a lump sum by the government. If you have been paid too much Child Care Subsidy, you will have a debt to repay.
- A new Additional Child Care Subsidy (ACCS) will replace the Special Child Care Benefit, JETCCFA and Grandparent Child Care Benefit. The ACCS provides a higher level of subsidy than the regular Child Care Subsidy, in recognition of the circumstances the child and/or family is facing.
- 24 hours of subsidised care per fortnight will be available for children from families on a combined income less than \$66,958 pa who do not meet the activity test requirements.

## Fee

Accounts will be issued monthly or bi-weekly and permanent places are payable one month in advance, without variation for sick time, exclusion, public holidays or annual leave. This is necessary to keep your child's position at the centre. Preferred modes of payment are direct deposit, EFT details will be provided on the invoice.

When it's time to leave it will be sad to see you go, please make sure you let us know four weeks in advance prior to withdrawing a child's enrolment at Early Years Education. You will be required to pay your fees even if your child does not attend. Please note that the rebate payment will not be applied if your child does not attend on their last day.

Accounts must be paid on time, as failure to do so may result in a late fee being charged and or loss of your child's place at the center.

As stated by the Australian Government Department of Health 'No Jab, No Pay' – New Immunisation Requirements for Family Assistance Payments fact sheet, only parents of children (less than 20 years of age) who are fully immunised or are on a recognised catch-up schedule can receive the Child Care Subsidies.

The relevant vaccinations are those under the National Immunisation Program (NIP), which covers the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Childhood Immunisation Register (ACIR).

Children with medical contraindications or natural immunity for certain diseases will continue to be exempt from the requirements, however conscientious objection and vaccination objection on non-medical grounds will no longer be a valid exemption from immunisation requirements. Sue or Helen can assist you with any enquiries you may have.

