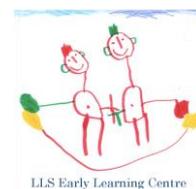




2017

Loxton Lutheran Early Learning Centre Parent Handbook



6 Luther Road LOXTON SA 5333

Phone: 0435 944 964 (During ELC opening hours)

or 08 8584 7496

Email: admin@loxton-lutheran.sa.edu.au

www.loxton-lutheran.sa.edu.au

ELC Director: Mrs Renee Fielke

**Educational
Excellence
Together in Christ**

Lutheran
EDUCATION
Australia



A safe place for all

- *members*
- *visitors*
- *children*
- *students*
- *workers*
- *volunteers*

If you feel that you have been sexually harassed or abused within the Lutheran Church of Australia, including Lutheran schools:

- *phone 1800 644 628,*
- *email report.abuse@safepace.lca.org.au*
- *or write to:*

**The Supervisor
PO Box 519
MARDEN SA 5070**

Welcome to Loxton Lutheran School

Early Learning Centre

We are a Christ-centred caring community providing quality Christian education where individuals are challenged to achieve their potential.

We believe that it is most important that the children develop relationships which are built on the Gospel values of:

Love

Compassion

Service

Courage

Quality

Hope

Justice

Humility

Forgiveness

Appreciation



Our logo contains the following elements:

The cross, which reminds us of the ultimate sacrifice that Jesus made for us and identifies us as being his followers.

The dove signifies many things:

- The Holy Spirit and the peace of God.
- The new beginning in life as we follow Jesus.
- The abundance of new beginnings for the students in our school.
- The dove's wings, outstretched beyond the boundary, signify that LLS encourages children to spread their own wings and reach their greatest potential spiritually, mentally, physically and socially.
- The dove is moving towards the cross, signifying LLS's emphasis on Christian values and keeping our eyes fixed on the cross.

The water is a reflection of Loxton's position on the river and it reminds us of our baptism and salvation in Christ.

**Educational Excellence –
Together in Christ.**

MISSION STATEMENT

The Loxton Lutheran School Early Learning Centre exists to provide a caring service in an educationally stimulating environment based on the Gospel values of Jesus Christ, with the primary focus, on the individual child and his/her family.

The centre encourages an “OPEN DOOR PHILOSOPHY” where all family members are welcome to visit the centre at any time throughout the day.

PHILOSOPHY

At Loxton Lutheran School Early Learning Centre, we believe that each child is a valuable and unique individual created by God. Our philosophy reflects The Early Years Learning Framework, ‘Belonging, Being and Becoming’, and the Centre strives for best practice as reflective of the National Quality Framework.

We recognise that children learn in their own time and have preferred styles of learning. All children should feel a sense of belonging in their environment regardless of race, gender, age, ability, social status or family structure.

Children learn best by making meaning of their world through play, developing and exploring relationships with peers and educators. We acknowledge and support the process of children’s play; as educators we understand that the process of learning, rather than producing a ‘product’, is what is important. We believe that play is best when it is initiated and directed by the child, and supported by the educator.

Educators at the Centre utilise a range of assessment tools to ensure that each child’s growth and development is monitored. Realistic learning goals are set and reviewed regularly. Individual learning portfolios represent each child’s learning journey at ELC and we encourage families to regularly view, reflect and give feedback on these. Our rich learning environment provides each child with the chance to play, discover and grow in an atmosphere of care and mutual respect.

The program provides opportunities for relationships and wellbeing, literacy and mathematical thinking, science exploration, indoor/outdoor play, sensory and fine motor experiences, role play, use of technology, fostering relationships with school children, cooking, craft, open-ended art, Christian values, service and learning about God’s Word. These learning experiences promote child initiated small group experiences which are both planned and spontaneous.

We acknowledge parents as their children’s first and most important educators. Their shared knowledge of their child deeply informs our understanding of them and supports us in planning most effectively for each child’s learning and development. We endeavour to make parents feel welcome and encourage them to become involved at the centre in whichever capacity they feel comfortable. Each child’s education is a partnership between home and ELC.

Our Early Learning Centre offers a rich, inclusive and engaging learning environment which provides a smooth and secure transition from home to school.

HOURS OF OPERATION

The Centre is licensed for 20 children from the ages of 3-5 years but we currently run sessions with a maximum of 10 children. The Centre is open between the hours of 8am and 4:30pm Tuesdays, Wednesdays, Thursdays and Fridays for the entire school term (the ELC remains open on school student-free days). The Centre is closed on public holidays and all school holidays.

PROGRAM / CURRICULUM

Our curriculum is based on the Early Years Learning Framework (EYLF) 'Belonging, Being and Becoming' national curriculum framework covering birth to five years. This document is used on a weekly basis to plan our fortnightly program. A copy of this curriculum document is located on top of the bag lockers for all parents to view at their leisure.

Children are encouraged to:

1. Recognise where they **belong** and have come from, their heritage, cultural and spiritual background. Cherish the relationships they have formed at home.
2. Live life through positive experiences and **being** a part of a family. Childhood is a time to play, enjoy the little things in life, problem solve and take risks.
3. **Become** happy, responsible, respectful and honest human beings with a sense of love, care and kindness towards others.

We encourage children to walk in the ways of Jesus and use him as a role model to aspire to. The Gospel values are used in everything we do and taught to children in all positive experiences they take part in.

In early childhood, play is considered the key way in which children learn. Therefore the program and the environment are carefully arranged so that children have access to a range of resources that challenge to develop new skills or practice recently acquired ones.

Children's participation in a variety of activities is valued, rather than the production of a recognisable result. Thus the program is aimed at developing each child's confidence in their own ability, and to take on new challenges.

A program is displayed at the ELC entrance above the children's sign in sheets. Parents are free to comment on and contribute to the program.

Our general aims and objectives are:

- To provide a safe, comfortable and caring environment directed towards meeting each child's developmental needs.
- Support and enhance the child's home life by respecting the needs, composition and relationships with family groups.
- Promote the development of positive attitudes towards self and others.
- Maintain regular communication with parents, including the exchange of information concerning the child's development.
- Encourage participation by parents and the community in the activities of the Centre.
- Hold regular staff meetings, open discussions and informal communication sessions, so that all staff members interact and participate in planning and evaluating the program.
- Provide opportunities for staff to develop and further their own skills and abilities in relation to preparing, planning and implementing developmentally appropriate programs for children.

- Integrate learning and education about human diversity which includes culture, ethnicity, gender and disabilities and guide children towards valuing and respecting such diversity.
- Help children realise their potential.

CHILD PORTFOLIOS

As part of the care and education program the centre uses Portfolios to document evidence of each child's learning and development. Child Portfolios are a collection of observations, evidence of children's work/achievements and anecdotes of your child's experiences while in care.

You can view your child's portfolio at any time, and your child's portfolio will be sent home for viewing at the end of each term. Parents are encouraged to view, discuss, comment on or add to the portfolio at any time in consultation with your child's teacher. Child Portfolios are private and confidential and are available only to appropriate centre staff and parents.

Child Portfolios become a story of your child's life at LLS ELC, showing skills developed over time, telling stories of play situations and highlighting interactions and friendships being made, a record of your child's interests, likes, dislikes and other events or activities while in care.

These portfolios are used to plan experiences and make appropriate provisions to meet and extend upon the individual needs and interests of your child.

ATTENDANCE - SIGNING IN / OUT

Located at the entrance of the ELC is the Signing In / Out sheet. It is imperative that these be signed each time a child is taken into and out of care in case of an emergency (e.g. fire). The books are used by staff to account for all the children in their care and are part of the ELC's licensing and registration requirement.

DROPPING OFF / COLLECTION OF CHILDREN

It is very important for each child to be handed over to a staff member on arrival and to personally notify staff when you are taking your child from the Centre. This allows for effective communication between staff and parents / guardians of actual child numbers / movements and of any special circumstances relating to each child.

It is the responsibility of the parent / guardian to decide who collects the child from the Centre. If the accepted arrangement is not possible and you ask someone else to collect your child, we must be notified in advance and appropriate identification (e.g. driver's license) must be produced before a child will be released. If the staff have not received any warning of changes and are in doubt **they will not** release a child to an unknown person.

COMMUNICATION WITH PARENTS / GUARDIANS

Via Loxton Lutheran School's newsletter, *Happenings*, The Centre provides updated information on staffing issues, Centre closure dates, updated policies, coming events, any multicultural events and visitors scheduled to visit the centre/children.

The ELC also uses the educational app 'Seesaw' to share with parent's their child's progress via photos, video and anecdotes. This app is security protected and only authorised people (ie. Parent/guardian, educators) may access a child's information.

Parents / guardians are encouraged to be supportive in any area that they feel capable. This can include volunteering in the ELC or supporting Fundraising efforts run at the Centre. The Centre also encourages parents to offer feedback and suggestions; not only in the experiences provided to the children but in all aspects of the Centre.

Our staff are encouraged to communicate with parents / guardians on a daily basis regarding their child's care.

WHAT TO BRING

- 1 child's bag
- 1 named broad brimmed hat
- 1 named water bottle that can be refilled at the Centre at any time
- 1 spare set of clothing suitable for climbing and messy play
- 1 named library bag
- 1 cuddly toy or other comforting item (if required) for rest time to connect home to ELC
- 1 piece (1/2 day) or 2 pieces (full day) of fruit or vegetable each day in a small lunch box
- Extra healthy snacks
- A packed lunch if staying for a full day – we encourage healthy eating at all times

Please don't bring any nuts or products containing nuts into the centre/school

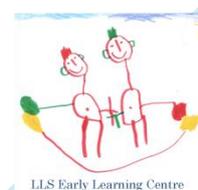
Please make sure your child's clothing, bag, lunch box etc. is "child friendly" i.e. is sufficiently easy enough for the child to be able to perform the task themselves, helping them to become more independent (e.g. elastic waistbands, Velcro shoes).

All clothing, footwear, bag, lunch containers etc. need to be clearly labeled, so that staff can return all items to their correct owner. Lost property is located in a basket near the door, please check this regularly.

Please dress your child in comfortable clothing that is easily removed for toileting and suitable for running, climbing, painting and playing in materials such as sand, water etc. Make sure your child is also wearing safe, comfortable shoes. Thongs and clogs are not appropriate.

There are ELC tops and jumpers available for purchase. If you wish to purchase one please see the ELC staff.

Loxton Lutheran School Early Learning Centre's Sun Protection Guidelines requires parents to dress children in clothing that gives children protection from the sun. A loose fitting cotton T-shirt which covers the shoulders and the back of the neck is preferred. Parents are also requested to apply SPF30+ broad spectrum water resistant sunscreen to their children before they arrive at the Centre each morning. Staff will assist the children to reapply as needed throughout the day.



DAILY ROUTINE

Below is a rough outline of what our day looks like at the Early Learning Centre. Tuesday and Thursday groups participate in Gross Motor Games (GMG) with the Reception Class.

Friday Group meet with their school buddy class in the afternoon every fortnight.

- 8:00am** Children arrive at the ELC – they find their name tag, choose a locker and put their name tag and bag in the locker, put their drink bottle out in their locker so it is easy to access or in the fridge if they prefer, put their lunchbox in the fridge and trace or sign their name on the student sign in sheet.
Free play
- 9:30am** Morning Meeting- Calendar, Who is here today? What is everyone working on today?
Devotion (prayer, songs and/or bible story)
- 10:00am** Wash hands then Fruit & Veg time / Healthy eating
Free play
- 11:00am** School library - Literacy appreciation (read a story, oral language activities related to the story – songs, rhymes or games) and library borrowing
- 11:30am** AM children are picked up
Group time- Inquiry unit related to theme
Wash hands for lunch
- 12:00pm** Lunchtime – Children sit together with a staff member and all eat lunch together after saying Grace - *Come Lord Jesus, be our guest, and let this food to us be blessed. Amen*
Relaxation/rest time after lunch
- 12:30pm** PM children arrive
Free play
- 2:00pm** Group time – songs, memory games, fine and gross motor skills
Wash hands then Fruit time / Healthy eating
Reflection – discuss what children have learnt or done today
- 2:30pm** **Discovery time**
Free play
- 3:00pm** Pack up and pack bags – the bus children and siblings of school children often leave between 3:00pm and 3:30pm
Free play
- 4:30pm** **Children must be picked up before 4pm**

Discovery time: science experiments, obstacle course, gym, veggie garden, computer room, playground

REPORTING TO PARENTS AND PARENT/TEACHER INTERVIEWS

Parent participation in student learning through communication and co-operation with educators is encouraged. Educators are available at pick up and drop off to discuss your child's day, or by appointment, whenever parents wish to discuss their child's learning needs in greater detail. A portfolio will be sent home once per term, or upon request.

Each child at the Early Learning Centre will receive a formal written report at the end of the term prior to commencing school.

BUS- Loxton Lutheran User Pays Bus Service

The ELC children are escorted to and from the bus by a school staff member each day. The Centre requires a signed parent permission form for any ELC children who travel on the bus.

Our School provides two bus services for our students who live out of the township of Loxton and who are ineligible for transport via the Government bus service.

Currently one bus services the Moorook, Glossop and Berri areas while the other travels to Lyrup, Loxton North and OSHC. These routes are reviewed as the needs of the school change.

Whilst there is a cost to families for students travelling on these buses, families who commit to using the service on a full-time basis are eligible for a subsidy from the school.

FEES & CONDITIONS

Centre Fees and Conditions – valid from January 2016

Half day fee \$35 (8:00am-12:00pm AM/ 12:30pm-4:30pm PM)

Full day fee \$59 (8:00am-4:30pm)

*Opening hours changed on the 31st July 2017

Fees are set to allow the Centre to meet all operating expenses. Fees remain payable even when your child is absent through illness or for any other reason. Please contact the Business Manager if you have any queries regarding school fees.

Fees can be paid weekly, fortnightly or monthly by direct deposit or by cash, cheque or EFTPOS at the front office. Parents will receive an invoice for a full term's fees in the first few weeks of term.

Fees are payable for every day that your child is enrolled at the service. This includes pupil free days, sick days and family holidays but excludes periods when the service is closed.

A receipt will be issued for all fees paid via the front desk. If payment is made by direct deposit a receipt will be emailed to you. This will include the child/children's full name/s, date of care, date of payment, amount, etc. If the incorrect amount is paid, change will not be given but will be credited to the families account.

An **enrolment deposit of \$59.00** is required to secure your booking when lodging an enrolment form. This is non-refundable if your child does not take a place at our Centre. This booking fee will be credited from your first account when your child starts at our Centre.

Should you wish to end your child's place at the service or should management make the decision to terminate your child's place, 2 weeks written notice is required from the ending/terminating party. If this does not occur, 2 weeks' fees will be billed to you.

Alternate arrangements can be made to assist families in paying fees.

MEDICAL INFORMATION

All Loxton Lutheran School Early Learning Centre parents are responsible for providing the school with accurate, up to date information about their child's medical needs. **If any information changes throughout the year parents must notify the school. It is essential that the school holds current information at all times.**

Separate medical forms accompany each excursion consent form and must be completed and returned for each excursion.

Student Medication

We do not encourage the administration of medication by staff; however there may be times when it is unavoidable.

Parents whose child needs oral medication administered throughout the day need to deliver the medication in its original pharmaceutical packaging, accompanied by written and signed instructions from the doctor re: dosage, to the school office at the beginning of each day.

A note also needs to be given to the director indicating the time at which the child is to be sent to the office for the medication to be administered during the day.

NUTS

***Due to allergies* the Loxton Lutheran School Early Learning Centre ask that nuts and items containing nuts are not brought into the school/centre to minimise exposure to nuts.**

Items containing nuts (as listed in ingredients) are not permitted to be consumed or brought to school. Items containing "traces of nuts" are acceptable.

A Nut Minimisation Guidelines brochure is included in the enrolment pack.

INFECTIOUS DISEASES

The guidelines that are printed on the following pages have been drawn up on the premise that children who have been ill with an infectious disease will not return to school until they have fully recovered.

In cases of doubt, or for guidance about conditions not mentioned on the list, advice should be sought from an appropriate medical officer or health authority.

Parental records of immunisation status of children should be accurate and kept up to date.

All children should be immunised against measles, mumps, rubella, poliomyelitis, diphtheria, whooping cough and tetanus before entry into a school. Therefore the need to exclude case contacts should not arise.

Non-immunised students who come into contact with students with an infectious disease will be referred to a medical practitioner and may be excluded from Early Learning Centre for their own safety.

INFECTIOUS DISEASES TABLE

CONDITION	CASES	CONTACTS
<i>Amoebiasis</i>	Exclude until no diarrhoea for 24 hours.	Not excluded.
<i>Campylobacter Infection</i>	Exclude until no diarrhoea for 24 hours.	Not excluded.
<i>Chickenpox (Varicella-Zoster)</i>	Exclude until all blisters have dried (usually 5 days).	Any child with an immune deficiency (e.g. leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
<i>Cytomegalovirus Infection (CMG)</i>	Exclusion is NOT necessary.	Not excluded.
<i>Conjunctivitis</i>	Exclude until discharge from eyes has stopped (unless doctor has diagnosed non-infectious conjunctivitis).	Not excluded.
<i>Cryptosporidium Infection</i>	Exclude until no diarrhoea for 24 hours.	Not excluded.
<i>Diarrhoea (no organism identified)</i>	Exclude until no diarrhoea for 24 hours.	Not excluded.
<i>Diphtheria</i>	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the next 48 hours later.	Exclude contacts living in the same house until cleared to return by appropriate health authority.
<i>Food Poisoning</i>	Exclude until well – no vomiting or diarrhoea for 24 hours.	Not excluded.
<i>Giardiasis</i>	Exclude until no diarrhoea for 24 hours.	Not excluded.
<i>Glandular Fever (infectious mononucleosis, EBV infection)</i>	Exclusion is NOT necessary.	Not excluded.
<i>Hand, Foot and Mouth Disease</i>	Exclude until all blisters are dry.	Not excluded.
<i>Haemophilus Influenza type b (Hib)</i>	Exclude until person has received appropriate antibiotic treatment for at least 4 days.	Not excluded.
<i>Head Lice</i>	Exclude until appropriate treatment has commenced.	Not excluded.
<i>Hepatitis A</i>	Exclude until medical certificate of recovery is received, and until at least 7 days after onset of jaundice or illness.	Not excluded.
<i>Hepatitis B</i>	Exclusion is NOT necessary.	Not excluded.
<i>Hepatitis C</i>	Exclusion is NOT necessary	Not excluded.
<i>Herpes Simplex (Cold Sores, Fever Blisters)</i>	Young children and others unable to comply with good hygiene practices should be excluded while lesion is weeping. Lesions should be covered by a dressing where possible.	Not excluded.
<i>Human Immunodeficiency Virus infection (HIV/AIDS)</i>	Exclusion is NOT necessary. If the person is severely immunocompromised they will be vulnerable to other people's infections.	Not excluded.
<i>Hydatid Disease</i>	Exclusion is NOT necessary	Not excluded.

<i>Influenza and influenza-like Illnesses</i>	Exclude until well.	Not excluded.
<i>Legionnaires' Disease</i>	Exclusion is NOT necessary.	Not excluded.
<i>Leprosy</i>	Exclude until approval to return has been given by an appropriate health authority.	Not excluded.
<i>Measles</i>	Exclude for at least 4 days after the onset of the rash.	Immunised and immune contacts are not excluded. Non-immunised contacts of a case to be excluded from child care until 14 days after the first appearance of rash in last case, unless immunised within 72 hours of first exposure during infectious period with first case. All immunocompromised children should be excluded until 14 days after first day of appearance of rash.
<i>Meningitis (Bacterial)</i>	Exclude until well and has received appropriate antibiotics.	Not excluded.
<i>Meningitis (Viral)</i>	Exclude until well.	Not excluded.
<i>Meningococcal Infection</i>	Exclude until appropriate antibiotic treatment completed and until well.	Not excluded.
<i>Molluscum contagiosum</i>	Exclusion is NOT necessary.	Not excluded.
<i>Methicillin resistant Staphylococcus aureus (MRSA) skin infection</i>	Exclusion is NOT necessary unless infected skin lesions on exposed surfaces cannot be completely covered with a dressing.	Not excluded.
<i>Mumps</i>	Exclude for at least 9 days after onset of swelling.	Not excluded.
<i>Parvovirus Infection (Fifth Disease, erythema infectiosum, slapped cheek syndrome)</i>	Exclusion is NOT necessary.	Not excluded, but people who are anaemic, immunocompromised, or pregnant should be informed of possible risk of getting infection.
<i>Respiratory Syncytial Virus</i>	Exclusion is NOT necessary.	Not excluded.
<i>Ringworm/Tinea</i>	Exclude until the day after appropriate treatment has commenced.	Not excluded.
<i>Ross River Virus</i>	Exclusion is NOT necessary.	Not excluded.
<i>Rotavirus Infection</i>	Exclude until no diarrhoea for 24 hours.	Not excluded.
<i>Rubella (German Measles)</i>	Exclude until fully recovered or for at least 4 days after the onset of rash.	Not excluded.
<i>Salmonella Infection</i>	Exclude until no diarrhoea for 24 hours.	Not excluded.
<i>Scabies</i>	Exclude until the day after appropriate treatment has commenced.	Not excluded.
<i>Scabies</i>	Exclude until the day after appropriate treatment has commenced.	Not excluded.
<i>Shigella infection</i>	Exclude until no diarrhoea for 24 hours.	Not excluded.
<i>School Sores (Impetigo)</i>	Exclude until appropriate treatment has commenced. Any sores on exposed surfaces should be completely covered with a dressing.	Not excluded.

<i>Streptococcal Sore Throat including Scarlet fever.</i>	Exclude until the person has received appropriate antibiotic treatment for at least 24 hours and the person feels well.	Not excluded.
<i>Thrush (Candidiasis)</i>	Exclusion is NOT necessary.	Not excluded.
<i>Toxoplasmosis</i>	Exclusion is NOT necessary.	Not excluded.
<i>Tuberculosis (TB)</i>	Exclude until medical certificate is produced from appropriate health authority.	Not excluded.
<i>Typhoid, Paratyphoid</i>	Exclude until approval to return has been given by an appropriate health authority.	Not excluded unless considered necessary by public health authorities.
<i>Viral Gastroenteritis</i>	Exclude until no diarrhoea for 24 hours.	Not excluded.
<i>Warts (common, flat & planter)</i>	Exclusion not necessary.	Not excluded.
<i>Whooping Cough (Pertussis)</i>	Exclude from child care, school or workplace or similar settings until 5 days after starting antibiotic treatment, or for 21 days from the onset of coughing.	Household and child care contacts (in the same child care group) of the case who have received <3 doses of a pertussis containing vaccine should be excluded from child care for 14 days from the last exposure to the infectious cases, unless they have already completed 5 days of recommended antibiotic treatment, in which case they may return.
<i>Worms</i>	Exclude if diarrhoea present.	Not excluded.
<i>Yersinia Infection</i>	Exclude until no diarrhoea for 24 hours.	Not excluded.

Reprinted from "You've Got What?" published by
SA Health Communicable Diseases Control
Branch – August 2009