

everlearn

PRESCHOOL

Table of Contents

Our Philosophy	2
Educators & Management	4
Management	4
3 to 5 Year Old Educators	4
Casual Educators	5
Specialty Staff	5
General Information	6
Starting Preschool	6
What to Bring	7
Arrival and Departure	8
Communication	9
Storypark	9
Social Media	10
Meals	10
Parent Involvement	10
Treasures from Home	11
Complaints Handling	11
Educational Programmes	12
School Readiness	13
Excursions & Special Events	14
Health & Wellbeing	15
Immunisations	15
Medication	15
Asthma and Anaphylaxis Action Plan	16
Smoke Free Environment	16
Child Protection	16
Fees, Subsidies, Absences & Enrolments/Withdrawal	17
Child Care Subsidy (CCS)	18
Absences	18
KindyNow - Marking your child as absent	19
Withdrawal from Care	19
Enrolling Siblings	20
Parking & Road Safety	20
Persons to Collect Child	21
Emergency Contacts	22
Change of Details	22
Evacuation and Lockdown Procedures	22
Confidentiality	22
Policies & Procedures	23

Our Philosophy

At Everlearn we....

- believe in acknowledging the original custodians of this land, the Gadigal people of the Eora Nation and their language and all Aboriginal and Torres Strait Islander people in the community.
- believe in the creation of a faith centred environment where a catholic ethos is fostered through the role modelling and exploration of our weekly values.
- believe that each child, family and educator is a unique and valued individual, whose diversity and differences are celebrated and explored.
- believe learning is enhanced in an environment where you feel a strong sense of belonging and hope.
- believe in providing a caring and happy atmosphere in which the children are encouraged to express themselves freely and demonstrate their individuality.
- believe in nourishing each child and educator's soul, creativity and imagination.
- believe in creating a dynamic learning environment that stimulates curious minds and encourages movement through our daily rotating routine.
- believe in creating a foundation of 'kindness' and embedding this value into our everyday lives and practices.
- believe play is essential in the lives of young children and should be fun, exciting, spontaneous, hands-on, stimulating, relaxing, comforting and challenging.
- believe in exploring our relationship to technology and utilising advances in this area to to further encourage the exploration of our world and ourselves, in relation to it.
- believe in acknowledging our families' and children's interest in the journey towards school and thus embed 'school readiness' within our daily program.
- believe in promoting a love of life and exploring the healthy lifestyle practices that enable us to thrive by role modelling and encouraging positive food choices, active play and mindfulness.
- believe in the fostering the connection between body mind and spirit.
- believe in fostering a love of our planet and the beautiful environment that sustains us.
- believe in educating children on the fundamental sustainable practices that can positively impact on our everyday lives and embedding these within our program.

We believe children:

- are capable, resourceful and valued members of our community.
- need a wide range of stimulating play experiences to develop their potential for learning.
- should be able to explore, experiment, imitate and ask questions to develop their thinking and problem solving skills.
- are unique - their eagerness, curiosity and creative thinking should be fostered and encouraged.
- should be able to make choices and be allowed time to reflect and explore, encouraging their sense of self.
- benefit from developing skills such as resilience, tolerance, respect, empathy and kindness to enable them to grow into well rounded citizens of the world.
- deserve to feel safe and secure and to develop a positive self-esteem and a strong sense of well-being.
- should be well equipped and provided with every opportunity to transition smoothly from care into Primary School.
- are entitled to an early education that is transformative and joyful and should be supported to explore their learning interests.
- can flourish when given the opportunity to explore and engage in holistic health and wellbeing practices.

We believe our staff:

- deserve to feel valued, recognised and heard.
- each bring a unique and diverse perspective on life which needs to be respected and supported.
- play an integral role in creating a safe, warm and friendly atmosphere, where kindness is central to every interaction.
- work together to create a stimulating and 'team' like environment that meets the individual needs of each child and that of their families.
- are guided by the EYLF to provide a balance of intentional teaching and play-based activities, that are essential to children's learning and foster every aspect of the 'whole child'.
- gain knowledge, adaptability and insight into current practices through continual critical reflection.
- flourish and evolve as educators through the opportunity to engage in professional development experiences.

In partnerships with families and communities, we believe:

- that parents, carers and families are, and always will be, the primary influence over their children.
- that we thrive when we work collaboratively with families to provide the best possible care and education for their children.
- each family's values, culture, beliefs, abilities and language should be acknowledged, respected and reflected within our Everlearn program and environment.
- in the importance of playing a charitable role within the community.
- in creating a joyous community spirit that highlights the important roles that everyone can play to positively impact the wider community.

Educators & Management

At Everlearn we recognise that our staff are paramount in the provision of high quality care and education for all children. Our staff have knowledge, training and experience in Early Childhood Education and Care. We are proud to have a diverse range of backgrounds in our team with a majority of degree trained educators. The staff work as a team and are committed to making your child's day happy, safe and educationally stimulating.

All our staff members are screened through a Working with Children Check, carried out by the NSW Commission for Young Children and Young People. If you are unsure of a person's role at Everlearn please ask. Everlearn's staffing philosophy is to provide exceptional working conditions for our staff, which in turn provide the best care and education for your children. Casual staff are only employed when necessary.

Volunteers

Volunteers are welcome at the centre and the Director ensures their suitability prior to their placement. If you would like to come to the service as a volunteer please talk to the Centre Director. The service will also organise visitors such as musicians, storytellers and animal displays.

Relationships with Staff

We endeavour to always maintain professional relationships with all the families who are part of the Everlearn Preschool community. Therefore, on accepting an enrolment at Everlearn you agree that you shall not attempt to procure or obtain the services of any employee of Everlearn as an individual nor as an employee of Everlearn Preschool. This includes but is not limited to services such as nannying, babysitting and transportation of children outside of Everlearn. Please note staff are also advised not to accept 'friend requests' on Facebook or other social media, to maintain professional relationships.

Management

Mrs Belinda Keepence- Centre Director
Qualification- Bachelor of Early Childhood Education (Birth to 5 years)
Mrs Michelle Usher- Office Manager
Mr Alex Spencer - Operations Manager
Ms Nichola McLean - Owner & Managing Director

3 to 5 Year Old Educators

Miss Cinthya Benin - 2IC
Qualification- Bachelor of Early Childhood Education (Birth to 12 years)
Miss Melinda Tran
Qualification- Bachelor of Education (Early Childhood)
Miss Thea Wylie
Qualification- Diploma of Children's Services

Mrs Rita Musumeci

Qualification - Diploma of Children's Services

Mrs Gracelyn Martin

Qualification - Diploma of Children's Services

Miss Rachael Scuteri

Qualification - Diploma of Children's Services

Mrs Linda Sindoni

Qualification - Diploma of Children's Services

Casual Educators

Mrs Christa Dewberry

Qualification - Diploma of Children's Services

Mrs Meena Hamdard

Qualification - Cert III in Children's Services

Mrs Shery Reano

Qualification - Diploma of Children's Services

Specialty Staff

Mrs Bridget Kelly - Inclusion Support Educator

Qualification - Diploma of Children's Services

Ms Julie Zuzul - Kitchen and Staff Relief

Qualification - Cert III in Children's Services

General Information

Everlearn Preschool is a private long day care service. Everlearn Preschool is licensed and registered with the government's Department of Education and Communities (DEC) and are working within the requirements of the National Quality Framework (NQF) and National Quality Standards (NQS). Everlearn Preschool is also guided by the Australian Children's Education & Care Quality Authority (ACECQA). ACECQA oversee how the NQS is applied across the country and ensure that services are meeting the new requirements.

The aim of Everlearn is to provide a quality service that meets the needs of the families in our community. We strive to work in collaboration with families in the care and education of their children at the most important stage of their development - the early years.

The Prestons Campus is licensed for 80 places for children aged 3-5 years old.

Hours of Operation: 7.30am to 5.30pm.

The centre is open for forty-nine weeks per year, closing for 3 weeks over the Christmas/New Year period, and on public holidays.

The centre closes at 5.30pm each evening. We request that family members arrive at least 10 minutes earlier than 5.30pm. This allows time to collect your child and to have a chat with the staff about your child's day.

Starting Preschool

It is natural for both parents and their children to have difficulty parting from each other, particularly when they have not previously been apart for any length of time. Each child's experience of starting preschool is different and while some children eagerly join right in, other children need a longer time to adjust.

Here are a few suggestions we hope will help make settling in your child easier:

- Organise your school bag the night before.
- Don't leave home in a rush. Make sure you have some time to speak with the educators and staff.
- Be positive about starting. If you are apprehensive about leaving your child, they will be apprehensive too. (Children tend to pick up on parent's feelings and often magnify them).
- Visit the centre prior to your child starting - see orientation details.
- Let your child bring in something comforting from home such as a favourite stuffed animal or a security blanket.
- Allow 5-10 minutes time to settle your child. Either rushing in and out or lingering too long can add to the anxiety.
- Establish a routine for dropping off your child. Children usually like some time to put away their bag first, then like you to settle them into an activity or chat/hand them over to an educator who can hold their hand whilst you say goodbye. Try saying goodbye to your child from the gate or give a special goodbye signal such as 'blowing a kiss'. Try these along with any other ideas you

may have to see what works best. When you find something that works stick to it.

- Promote conversation with your child.
- Follow our Storypark updates and Weekly Email Updates so you can discuss your child's preschool day with them.
- Call us during the day if you like – this can be reassuring.
- When you arrive in the afternoon give your child a big cuddle. Tell them you have missed them and that you love them.
- Encourage your child to wave goodbye to their educators.
- Give staff information about your child, their habits, things they like, their routines and language(s) spoken at home, so that these can be followed by staff. This can also be shared through Storypark.
- Always say goodbye to your child. Children feel insecure and become clingy if they think you may suddenly 'disappear'. This builds trust between you and your child.
- Leave quickly and smoothly once you have said goodbye. If you have forgotten something please ring us rather than returning to go through the separation process again.

If you are having difficulty separating from your child, please let one of our staff know so that they can quickly comfort your child and allow you to go. If your child is quite distressed during your routine and will not be comforted, it is generally better not to stay too long. Children generally settle in the first few minutes after parents leave and staying only prolongs the period that your child is distressed. Allow our staff to guide you. Staff saying "Give Dad a kiss and a cuddle" or "It's time for Mum to go to work now" is giving you cues that now is probably a good time to go.

If you are ever worried during the day please feel free to ring us at anytime. The settling in process can sometimes be just as upsetting for the parent and a phone call may just ease your mind. Likewise, if we feel your child is not coping with their day we will ring you. The direct line is (02) 9608 8458.

Other ways to help your child to settle into care is for them to bring in a photo of their family and display with others. This can be discussed and shown at group time.

If your child experiences any difficulty or if you notice something in particular that helps, please talk to one of our staff. Each child is an individual who may need to be given help and support so that they can feel happy and secure at the preschool. We want the experience to be a positive one for both you and your child.

What to Bring

- 1 preschool bag.
- 3 Pairs of underpants (more if toilet training).
- 1 spare set of both summer and winter clothing (in case of sudden weather changes).
- A drink bottle for water (water is also provided in cups and via bubblers).
- Sheets for rest time, if needed - 3-5 years group only.
- Lunch – please send an easy and accessible lunch for the children to manage eating on their own. Lunch is part of our School Readiness Programme, so please keep this in mind when you are packing your child's lunch box. Our staff do help the children with their lunch, but the goal is that prior to going to primary school they will be able to open/unwrap all parts of their lunch unaided. We like to encourage healthy eating habits - please pack mostly nutritious healthy food and 'treat' foods only sometimes. Please do not send your child with food that needs to be heated up - this is part of our School Readiness Programme.

All clothing, footwear, bags etc. need to be clearly labelled, so that staff can return all items to their correct owner. Each campus has a Lost Property tub. Please check this regularly. Items not collected will be given to charity after a period of 1 month.

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.

Parents are also requested to apply SPF30+ broad-spectrum water resistant sunscreen to their children before they arrive at Everlearn Preschool each morning. One hat will be provided at the time of enrolment and remains at the preschool so it is not lost or forgotten. They are kept in separate pockets for hygienic reasons and washed regularly. We require that singlet type tops are not to be worn. In summer, this choice of clothing is inappropriate as children become more exposed to the sun. Please see our Sun Protection Policy based on Cancer Council recommendations on our website for more information.

Arrival and Departure

What to do on arrival at the preschool:

- On arrival sign your child in first and check the sign in area for any additional information.
- Hand any medication to the office. A medication consent form need to be filled out online and can be done before arrival at preschool or onsite via the Everlearn website. Medication can **not** be administered without this form.
- Place lunches and water bottles (clearly marked with student's name) in the Kitchen baskets provided
- Settle your child in by finding the group, greeting a staff member, taking your child to their favourite activity or alert a staff member that you are needing to go, they can assist you.

What to do on pick up at the preschool:

- Please sign your child out immediately
- Sign any documentation that might be relevant to your child's day
- Check for any new notifications
- Collect your child's bag
- Place hat in their hat pocket
- Collect any medication and sign forms
- Ensure that all your child's belongings are taken home
- Please say goodbye and acknowledge at least one staff member before you leave.

The parent or their representative is responsible for completing the Child Care Attendance Record by signing your child in and out of our online Ipad system located at our sign in station. It is extremely important that this is completed on each arrival and departure as this record is used to determine which children are in care in the event of an emergency situation such as a fire. It is also a record for Centrelink and can affect CCS.

Please also check daily:

Communication pigeonholes – items such as party invitations and artwork are left for collection.

When entering or leaving the preschool, please make sure that the child safety gates have been closed

properly. Please discourage your child or older siblings from opening the gate themselves and swinging or hanging on the gate. Siblings need to be supervised by you during this drop off and pick up time. **Never allow another child through the gate. Politely tell them to wait for their parents or ask an educator to assist.**

Please do not drop your child off before 7.30am and make sure you arrive to pick up your child by 5.25pm. This is to give you time to speak to staff about your child's day, pack up their belongings and be ready to leave by 5.30pm. If your child is not collected by 5.30pm, two staff members are required to stay behind until you arrive. Please also consider that staff have other responsibilities outside of work. If you are late to pick up your child, a late fee will be charged.

Drop off Time: No earlier than 7.30am. Pickup Time: No later than 5.30pm.

Parents are responsible for informing the preschool if they are unable to arrange collection of the child by 5.30pm. Staff will attempt to contact the parents by phone. If this is unsuccessful, staff will then phone the Emergency Contacts listed on the child's enrolment form to arrange collection of the child.

Communication

We have the following avenues in place for effective communication:

- Centre communication at sign in area
- Website
- Weekly Update
- Phone
- Text Messages
- Online Portfolios - Storypark
- Meetings
- Pigeon holes
- Social media

Storypark

As part of our programme we set up all families with a Storypark online portfolio. This is a collaborative portfolio that allows you and your family, along with our educators, to post updates, photos and videos related to your child's daily life and development.

We will provide access details prior to your enrolment starting so you can start adding posts about your child, giving our educators the opportunity to get a more holistic view of them as an individual.

Once they start with us our educators will be making regular posts, allowing you and your family to share in their pre school lives.

Please speak to the office if you have any trouble accessing your child's Storypark.

Social Media

Social media (such as Facebook, Twitter, Instagram and YouTube) can be a great tool for improving communication with parents/carers and supporting children's learning and development.

At Everlearn, social media is used for sharing relevant information (including learning programmes and activities), giving updates on events, and celebrating achievements.

Every picture or video will first be screened by our administrator before being posted to any site. All children depicted will be suitably clothed and be displaying appropriate behaviour. There will not be any personal information about the child detailed in the post and we take the matter of online protection very seriously.

Whether you wish your child to appear on social media or not is completely at your discretion. Please see the enrolment form for details of permission options and our 'Social Media Policy' for more information.

Meals

Our aim at Everlearn Preschool is to provide a healthy, balanced diet for the children and to encourage healthy eating habits. The children receive morning and afternoon tea which include cheese and rice cakes, fruit and vegetables, and sometimes muffins. All drinks, including milk and water, are provided throughout the day. All food is prepared on the premises with a weekly menu planned to ensure a variety of food is offered. The menu is always displayed near the sign in sheets. Please ensure that you inform staff of any allergies or diet restrictions your child may have. Everlearn also has a Nut Free Policy. Please do not send your child with any type of product that contains nuts or traces of nuts. Anaphylaxis is the most acute and serious form of allergy. Approximately 1 in 200 individuals will experience such a reaction. Nuts are responsible for many such reactions. For this reason Everlearn Preschool is a "Nut Free Zone". We encourage families to pack a nutritious lunch that does not need to be heated in order to prepare for eating out of a lunchbox at school eg sandwich, wrap, piece of fruit, snack.

Parent Involvement

Parents are always welcome to visit. At Everlearn we recognise that you are the primary educators of your children, and having a positive partnership with you will ensure maximum outcomes. Some involvement from you may include:

- Volunteering during centre hours for assisting in activities - celebration assistance
- Parent and Educator Meetings
- Sharing of cultural backgrounds
- Social events with parents – building of relationships
- General help and maintenance around the preschool

- Assisting with excursions
- Sharing an interest
- Cooking with the children
- Bringing in a baby
- Reading stories
- Sharing a craft activity
- Contributing to art/craft supplies

Treasures from Home

Toys, jewellery and trinkets from home can be lost or broken if brought to the preschool. Therefore, we discourage children from bringing these in, and ask you to encourage your child to leave them at home. A cuddly toy for rest time is fine. Interesting specimens and objects such as rocks, shells, flowers, bird's nests etc, or photos of family/special events are always welcome. If items are brought in from home the children can share them with their peers at news time and then put them safely back in their bags or leave them in the office for safekeeping. Storypark can be used to share photos of treasures instead which will ensure that they do not get lost.

Complaints Handling

If a parent has a concern, the first line of action would be to discuss this with your child's focus group educator. If a suitable solution is not worked out, the next step would be to discuss this with the Centre Director. If an agreement cannot be reached within the preschool, the parents or staff are able to lodge a formal complaint with the NSW Early Childhood Education and Care Directorate, Department of Education and Communities, Locked Bag 5107, Parramatta NSW 2124.

Educational Programmes

The team at Everlearn Preschool are committed to providing a high quality educational programme that caters for the needs, interests and abilities of all children. When programming, the team will look at each child in a variety of contexts:

- as an individual
- as a member of a group
- as part of a family
- as part of a society with a cultural background.

At Everlearn Preschool we believe that the interests and needs of our children provide the foundation of the enriching programmes that we run. We plan using the Early Years Learning Framework, which is a national curriculum framework to guide us in developing quality educational programmes. This framework is utilised effectively to assist our staff in providing our children with the opportunities to maximise their potential and develop a foundation for future success in learning. We have a strong belief in creating lifelong learners. Within this framework we recognise that children's lives are characterised by belonging, being and becoming.

At Everlearn we provide a safe and welcoming preschool with a focus on the wholesome development of the individual child. The preschool has Catholic ethos and a values programme based around this ethos, but it also embraces and celebrates families of all faiths and beliefs.

From before birth children are connected to family, community, culture and place. At Everlearn Preschool we support this framework and it is through our programmes and ethos of the centre that the children will excel as community members and successful individuals.

Staff will assess children's well being and developmental progress in order to plan for each child and evaluate the programme to see if goals and objectives are being achieved. These observations allow staff to set individual goals, devise strategies to achieve these goals, keep track of each child's progress, encourage family input and plan appropriate experiences for further learning and development. Please speak to your child's focus group educator for any information on your child's development.

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

The programme is aimed at developing each child's confidence in their own ability, and to take on new challenges. Our programmes will be displayed on the wall and discussed in our Weekly Update as well as being evident on Storypark. If there is any way you would like to be involved in the children's learning (guest speakers, donations for resources etc) please contact us. The programmes we run provide a wide range of individual and group experiences, which foster all areas of children's development.

This includes:

- Social, Emotional & Moral Development
- Physical Development
- Creative Development
- Cognitive Development

- Language & Communication Development
- Independence Development
- Citizenship Development

The children are grouped initially according to their age. The way in which children respond to the activities contributes to and will determine the next activities and topics of interest.

Work samples, photographs and children's progress are recorded in each child's online portfolio in Storypark which are available for parents to view at any time through downloading the free app. You will be sent an email with a link to activate once your child's portfolio is live. The educators regularly monitor children's development. Parents are welcome to ask staff about their child's development at any time at the preschool and/or share family news through the interactive system.

In the 3-5 year old groups, the children will rotate between the learning areas, enabling access to all areas of the Centre throughout the day. Each child will have a designated focus group educator who will greet them and have a group session with them in the morning. Throughout the rest of the day the children will move between educators to gain the benefit of the unique approach that each educator brings.

All children will be provided with a safe place to rest and relax. We provide safe sleeping practises including ventilation and children placed on their backs to rest and are then allowed to find a comfortable position. No child will have their face covered during sleep time. Families are asked to provide sheets for the rotating groups.

School Readiness

Everlearn provides children with school readiness experiences that prepare them for entering the primary school system. Parents and the preschool staff share a role in making children feel safe and secure as they move to a new educational setting. Our school readiness programme is integrated throughout our daily activities and structure of the day and our aim is to promote lifelong learners. Our programmes are adapted to the children's individual needs to ensure they are emotionally ready to enter primary school.

Children are provided with a variety of experiences in their daily programme that will help make the transition to school a positive experience.

Staff endeavor to create partnerships between Everlearn and the local schools in our community to ensure an open exchange of information and understanding regarding particular entry requirements.

School Readiness programme includes:

- Liaising with surrounding schools to ensure students enter primary school with the fundamentals for beginning the Early Stage One Outcomes.
- Working with School Principals with regards to their expectation of new Kindergarten students.
- Importance of self-respect and respect of others.
- Developing a sense of belonging to a group and celebrating what they can contribute.
- Exposing students to different educators for different key learning areas within the preschool.
- Promoting good manners and social skills when interacting with other students & staff.
- Responsibility for personal belongings.
- Confidence and high self-esteem promoted in each individual child.
- Primary school Principals & staff visiting the preschool & speaking with the children.

Excursions & Special Events

Children's Birthdays

We love to celebrate birthdays and sing 'happy birthday' at afternoon tea time. We will provide your child and their group with a healthy banana muffin to celebrate their birthday.

Cultural Celebrations

At Everlearn we endeavour to continually provide an inclusive program which recognises and celebrates the variety of cultural backgrounds that are reflected through the attendance of our families. Different cultural events will be explored and celebrated throughout the year, which will often involve family input. We would love to hear about the different ways your family celebrates.

Other Events and Celebrations

We will also celebrate days such as Anzac Day, Remembrance Day, and Mother's Day, Father's Day and Grandparents' Day. The programme also includes excursions and visits by entertainers to complement and extend children's learning about the wider community.

Fundraising for Ronald McDonald House Randwick

Each year we fundraise for Ronald McDonald House and invite families to be involved in our events. These include cooking dinners for the families at the house, collecting and donating items from their wish list and running events such as trivia nights.

Health & Wellbeing

Everlearn follows the NSW [Staying Healthy in Childcare 5th Edition](#) for guidance on all health related practices including preventing infectious diseases, controlling the spread of infection and exclusion periods.

If your child is displaying symptoms of an infectious disease we may request that you take them to a medical practitioner for diagnosis. We will then advise you of the exclusion period guidelines from Staying Healthy in Childcare depending on the diagnosis. We cannot be influenced by letters from doctors stating that your child can return to care, unless your child's condition fulfills the criteria for returning to care in Staying Healthy in Childcare.

A child will not be able to attend the preschool for at least **24 hours** following the **last instance of**:

- A high temperature (registering 38 degrees or more)
- Diarrhoea
- Vomiting

If any of these symptoms occur whilst your child is at preschool you will be asked to collect your child and keep them at home until the required exclusion period is over. This period may be extended to 48 hours if there is an outbreak of a disease, in which case we will be guided by the Public Health Unit.

If you have given written permission for Panadol then this may be administered if a child is unwell with a high temperature, with verbal permission from an authorised person on your child's enrolment form. This is the only time Panadol can be administered, unless you have a prescription from your doctor.

Immunisations

The only unimmunised children who can be enrolled in child care after 1 January 2018 are those who are on a recognised catch-up schedule (provided that the [appropriate](#) documentation has been provided), or those who are unimmunised due to medical reasons as described in the [Australian Immunisation Handbook](#) (provided that the [appropriate documentation](#) has been provided).

Children who are unimmunised for a disease may be asked to stay at home if there is an outbreak of that vaccine preventable disease in a child care centre.

Medication

A parent whose child requires medication will:

- Notify educators, both via enrolment forms and Medical Admin form (on website in 'parent/carer forms' section) when children are taking any medications. This includes short and long term medication use.
- Complete a Medical Admin form for children requiring medication while they are at Everlearn. Documents for long term medication use will be developed with the family and the medical practitioner completing and signing the plan. Plans must be updated as the child's medication

- needs change.
- Be required to keep prescribed medications in original containers with pharmacy labels. Medications will only be administered as directed by the medical practitioner and only to the child whom the medication has been prescribed for. Expired medications will not be administered.
 - NOT leave any medication in children's bags; give any medication to an educator.
 - Be aware that no medications will be administered without written consent from the parent/carer or authorised person.
 - Provide medications with a letter from the doctor detailing the child's name, dosage and the expiry date for the medication. Panadol will be administered with verbal permission in the case of a high temperature, when written consent is given within the enrolment form.
 - Ensure any creams - medicated or non-medicated - are provided with a prescription or note from a doctor.

Asthma and Anaphylaxis Action Plan

If your child is at risk of anaphylaxis, has asthma or develops asthma whilst enrolled at the preschool, please let staff know as soon as possible. You will need to provide an asthma action plan and/or Anaphylaxis/Allergy Action Plan available from the office to be filled out by your child's doctor. Please update this whenever your child's plan changes. If your child has a medical plan, the medication required in the plan must accompany the child to care on each care day. Alternatively asthma medication or EpiPen can be left at the preschool whilst your child is in care. You will also need to complete a risk minimisation plan and communication plan in collaboration with the Centre Director and ensure that you receive a copy of the Medical Conditions policy.

Smoke Free Environment

Everlearn Preschool is a smoke free area. Parents, staff and all other visitors are requested to refrain from smoking within the indoor OR outdoor play spaces at all times.

Child Protection

Each staff member at Everlearn Preschool is a mandatory child protection reporter. This means that all staff are required by law to report any suspicions of child abuse to the Department of Education and Communities. For further information please see the Child Protection policy or speak to the Director.

Fees, Subsidies, Absences & Enrolments/Withdrawal

Fees at Everlearn are charged on a per day basis. Our 2019 fees are:

- 3 to 5 year olds - \$96 / day*

*The fee rate that your child begins on will remain the same for the calendar year.

A non-refundable Annual Admin Fee of \$70.00 per child is payable upon confirmation of enrolment at the beginning of each year. The preschool operates forty-nine weeks per year. Daily fees remain payable even when your child is absent through illness or for any other reason. Fees are to be paid on Public Holidays.

A security deposit of two (2) weeks fees at our full daily rate and the first two (2) week of fees will be required on confirmation of enrolment. The security deposit of two (2) weeks worth of fees will be used as your last week's fees or refunded, provided that four (4) weeks notice is given when you wish to withdraw your child.

Method of Payment – Direct Debit & Credit Card

All fees will be paid using our Direct Debit System. This is to ensure all fees and finances are kept up to date. Please note:

- If any drawing falls due on a non – business day, it will be debited from your account on the next business day following the scheduled drawing date.
- We will give at least 14 days notice in writing, by email or by phone when changes to the initial terms of the arrangements are made. This notice will state the new amount, frequency, next drawing date and any other change to the initial terms.
- Repeated failure to make payments may result in your place at Everlearn Preschool being terminated.
- Payments will be made on a fortnightly basis, occurring on FRIDAYS.
- If any transactions are dishonoured you will incur a \$25 surcharge.

Late Payment of Fees

The preschool Director has the authority to terminate an enrolment at the preschool when fees remain outstanding for two or more weeks and no agreement to pay is in place. Placements may also be terminated where an enrolled child is absent from the preschool for two weeks or more without prior written notice given. Continual or habitual lateness in payment of fees can jeopardise the child's place at the preschool.

Additional Charges

Some excursions, special events, extracurricular activities etc. may require an additional charge. You will be notified in advance of any additional charges that will be debited and asked to give your permission.

Late Pickup Fees

A late pickup fee will be payable for each child not collected by 5.30pm. Parents will incur a \$30 per 15 minutes (or part thereof) late fee. The Director has the authority to terminate an enrolment where a late pick up occurs on a regular basis. Two staff members must remain on site until all children have been collected; please consider them.

Child Care Subsidy (CCS)

The new Child Care Subsidy commenced in July 2018, it:

- replaced the Child Care Benefit (CCB) and Child Care Rebate (CCR) with a single, means tested subsidy
- is now paid directly to service providers and is passed on to families.

Families earning \$66,958 or less will receive a subsidy of 85 percent of the actual fee charged (up to 85 percent of an hourly fee cap). For family incomes above \$66,958, the subsidy gradually decreases to 20 per cent when family income reaches \$341,248. For families with incomes of \$351,248[^] or more, the subsidy is zero percent.

Combined family income	Subsidy per cent of the actual fee charged (up to relevant percentage of the hourly rate cap)
Up to \$66,958	85 per cent
More than \$66,958 to below \$171,958	Decreasing to 50 percent*
\$171,958 to below \$251,248	50 per cent
\$251,248 to below \$341,248	Decreasing to 20 percent*
\$341,248 to below \$351,248	20 per cent
\$351,248 or more	0 per cent

*Subsidy gradually decreases by 1 per cent for each \$3000 of family income.

In order for your Child Care Subsidy to be applied to your account you must complete your application for Child Care Subsidy with Centrelink prior to starting at Everlearn and provide us with your CRN numbers for both your child and the registered parent/guardian.

If you are a new family using child care for the first time, you need to establish whether you're [eligible for the Subsidy](#), and if so, complete a new claim form. For details about how to claim the Child Care Subsidy, [click here](#).

Also, the [No Jab, No Pay](#) policy continues under the new scheme, so your child will need to fully be vaccinated, or on a catch-up schedule, to be eligible for the Subsidy.

Absences

At Everlearn, all absences need to be paid. Centrelink allows up to 42 days absent for any reason per financial year where subsidies will continue to be paid.

If a child is to be absent, parents are asked to notify the preschool as soon as possible, and inform the preschool of the estimated length of absence. Please let the preschool know if your child is ill with an infectious disease to allow staff to keep an eye out for similar symptoms in other children.

At Everlearn we follow the [Staying Healthy in Childcare 5th Edition](#) guidelines for anything related to children's health.

KindyNow - Marking your child as absent

Using KindyNow allows you to:

- Easily let us know your child will be away.
- Find available spots at Everlearn and make a new booking 24/7.
- Secure last-minute childcare even when Everlearn is closed.

The primary contact in your family is automatically registered with their mobile phone number, so all you need to do now is download the free KindyNow App to get started. If you are not the primary account holder you will need to use the mobile number of that person in order to access your child's bookings. If you are not sure who the primary account holder is or have any questions give us a call.

[Download for iOS](#)
[Download for Android](#)

Withdrawal from Care

When a child is to be withdrawn from care, the parent or guardian must give four (4) full weeks notice in writing to Everlearn Preschool, during this period, fees are still payable. To formally withdraw from care you must complete an Enrolment Change/Withdrawal online form which you can access via parent forms on our website. Please do not complete this form if your child is not currently enrolled with a permanent place.

When a child is to be withdrawn from care during the last four (4) full weeks prior to Everlearn Preschool's Christmas closing date, fees must still be paid till the end of the year. Therefore if notice is given at the end of the year it will need to be given at least eight (8) weeks before the final day of our school year.

Notice of withdrawal will be accepted during the normal opening hours of the preschool, but will not be accepted during the preschools three week close down over the Christmas period. The notice of withdrawal is effective from the date it is lodged with the preschool NB: If your child is absent from care on the last day/s of care, Child Care Subsidy (CCS) will not be paid. Parents will be billed for the full cost of care for this period.

Casual Care & Swapping Days

Everlearn Preschool offers casual days if there is availability. These are charged to your statement. **We do not offer swap days.**

Enrolling Siblings

Children are enrolled at Everlearn strictly in the date order in which their waiting list applications were lodged at the preschool. If you are interested in adding a sibling's name to our waiting list please do so as soon as possible.

Safety & Security

Parking & Road Safety

Parents or authorised collectors of Everlearn students are the ONLY people who are allowed to use the Everlearn Car Park.

The car park is strictly limited to 15mins only.

The car park must not under any circumstances be used for anything related to St Catherine of Siena Primary School. This includes drop-offs and pick-ups.

Parents of Everlearn students are only to use the spaces for drop-offs and pick-ups between the hours of 7:30am-9:30am and 2:30pm-5:30pm.

These spaces are shared amongst 60 families that are attending on each day so please consider others and avoid taking more than 15mins to drop-off or pick-up if you are using the car park. Exceeding the 15 minute drop off / pick up period may result in your access being cancelled. If you do need to stay longer for any reason please call ahead to request permission or use the available street parking.

The car park is NOT to be used on days when your child does not attend Everlearn.

Car park usage is for drop-off and pick-up ONLY of children who attend Everlearn Pre School on their allocated day(s).

By enrolling your child at Everlearn you agree to these Terms of Use and you acknowledge that Everlearn Pre School will not be held liable for any damage or theft from/of your car whilst using the car park.

You agree to NEVER leave children unattended in the car park either in or out of your car.

The Law

- Demerit points: You only have 12 and it takes three years for lost points to be returned.
- No Parking in a school zone: you are allowed 2 minutes to drop off or pick up passengers or goods and you must remain within 3 metres of your vehicle. The 2 minute limit applies from when you stop the vehicle. Penalty is \$180 and 2 demerit points.
- No Stopping area - Stopping is not permitted in these areas for any reason. This includes corners and spaces either side of a pedestrian crossing. Penalty is \$325 and 2 demerit points.
- Double parking: Penalty is \$325 and 2 demerit points

Double parking blocks the road, blocks vision for people traveling behind and encourages vulnerable small children onto the road between cars that are often ready to move.

Parking officers will be outside the school and preschool on a regular basis to ensure cars are being parked in an appropriate manner. They will issue fines without hesitation to anyone found to be parking incorrectly.

Children and Cars

The vulnerability of children around cars cannot be overemphasised. Restricted visibility and blind spots can make reversing a vehicle an awkward manoeuvre at the best of times. Add to this the unpredictability of children, their small size and their lack of traffic understanding it is important that we are all vigilant with our road safety. Please be patient and understanding, our parking system is designed to assist safety for all.

Patience & Understanding

Please be patient with the drop-off and pick-up process at the preschool as everyone is learning and becoming familiar with the system. Getting angry or cross with people who are trying to keep your children safe does not assist the process. If you have any questions or suggestions to improve things please raise them with us in an appropriate manner.

We live in a very busy part of Sydney, however, if everyone respects the parking processes that are in place, there is no reason why it won't work well for everybody.

Persons to Collect Child

A child can only be released in the care of either a parent, a guardian, or a responsible person (when approved by the parent in writing). This will only include persons nominated as Emergency Contacts, persons nominated as Authorised to Collect on the enrolment, or persons nominated to collect the child on specific occasions. The person must be 18 years or older.

Parents must inform staff personally if anyone other than a parent will collect their child.

A collection Authority Form or email must be filled out on every occasion when someone (other than the parent or those nominated as Authorised to Collect) is required to pick up the child. In an emergency, verbal permission can be given over the phone but will only include people already listed on the enrolment form. Only the parent of a child can give this permission, messages will not be accepted from any other person.

The person collecting the child must be over the age of 18 years and be able to produce proof of identity. Staff have a duty of care to your child and therefore are unable to allow adults under the influence of alcohol or illegal drugs to collect your child. Another person on the Authority to Collect list will be contacted to collect your child.

Everlearn can only permit a person to collect your child if they have written permission from you. This permission can come in the form of an email from your registered email address. Our duty of care and security of your child is our priority.

Emergency Contacts

The parent must provide the preschool with the names, contact numbers and addresses of at least two responsible persons who can collect the child in case of an emergency or illness. When contacted by the Director or their delegate, the parent, or a responsible person authorised by the parent, must personally go to collect the sick or injured child as soon as possible. In the event a child is left after hours at the preschool and parents and emergency contacts cannot be reached, the Department of Education & Communities, or the police will be notified. On the advice of the Department of Education & Communities the child may then be released into the care of the police.

The parents must also nominate an adult (over 18) who is authorised to consent to Medical treatment, or to administration of medication to the child, and who is also authorised to give approval for an educator to take the child outside the education and care premises.

Change of Details

Please let the centre know as soon as possible if any details such as address, phone numbers, allergies, and collection authorities etc have changed. It is particularly important to inform us if you change your phone numbers in case of emergencies. These will need to be adjusted on the child's enrolment form and are vital in case of emergency situations.

Evacuation and Lockdown Procedures

Staff at the preschool practise the evacuation and lockdown procedure with the children at least every three months. The procedures for these are located in the office and around the centre, and have been checked and approved by the fire service. All procedures are done in a calm and positive manner. An evaluation of evacuation and lockdown is completed after each practise session.

Confidentiality

All staff are aware that confidentiality of all matters concerning the preschool must be maintained at all times. Staff cannot give out any details contained in children's records to any other parent or discuss details of any child who has caused injury to other children at the preschool. Parents are assured that any information shared with a staff member will remain confidential within professional discussion at the preschool.

Policies & Procedures

The following is a list of policies and procedures at Everlearn. Should you wish to read any of these, a copy is available in each centre.

Mandatory policies under National Quality Standard

<p>Health & Safety including:</p> <ul style="list-style-type: none"> - Nutrition/food/beverages/dietary requirements - Emergencies and evacuation - Sun protection - Water safety - First aid - Providing a Child Safe Environment
Incidents, injury, trauma, illness
<p>Medical Conditions Medication Administration Infectious diseases</p>
<p>Arrival & departure to the Centre Excursions</p>
<p>Staffing including:</p> <ul style="list-style-type: none"> - Code of Conduct for Staff Members - Determining responsible person - Volunteers and students
Interactions with Children
Enrolment & Orientation
<p>Governance and management including:</p> <ul style="list-style-type: none"> - Privacy & Confidentiality (+ Privacy Collection Statement) - Governance and management of service
Acceptance and refusal of authorisations
Fees
Complaints
Child protection
Safe sleep & rest

Additional Policies

Application of Cream Application of Insect Repellent
Bottle Safety & Preparation
Clothing & Footwear Communication with Families Curriculum Development & Education
Dental Health
Environmental Sustainability
Guiding Children's Behaviour
Health & Hygiene Inclusion/Cultural Diversity
Media & Technology
Priority of Access Professional Development
Risk Management & Minimisation Return to Work
Social Media Supervision