St Thomas Aquinas
Regional
Early Learning Centre
Information Pack
St Thomas Aquinas
Early Learning Centre

Contact Details

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CHARNWOOD ACT 2615
Office hours Monday - Friday 8.30 am-4.30pm
Before School Care 7.30am-9.10am
Preschool 9.10am-3.10pm
After School Care 3.10pm-6.00pm
Principal Mr Cameron Johns
Assistant Principal Mrs Claudia Hale
Centre Director Mrs Maribel Cabezas
Welcome to our Early Learning Centre

Hello parents and caregivers and welcome to St Thomas Aquinas Regional Early Learning Centre (STA ELC). Thank you for considering our Early Learning Centre as an option for your child’s preschool education.

At St Thomas Aquinas Early Learning Centre we endeavour to provide a warm, friendly environment for the nurturing and development of all children entrusted into our care. Our program is based upon the Early Years Learning Framework which incorporates experiences and environmental influences that are appropriate and relevant to your young child. This program is underpinned by Catholic religious education principles and practices.

We aim to foster your child’s natural curiosity, creativity and spirituality. The preschool year will see your child develop skills in social, emotional, physical, language, intellectual and spiritual areas. Most of all, our program is interactive where children talk and play together, make choices, overcome difficulties, experience success and manipulate materials with increasing skill and accomplishment.

We are sure we will have a wonderful time and work together in providing an atmosphere of love and learning for your child. The following pages contain further information about our Centre and practical suggestions and details to ensure that your child has the best start to preschool possible.

We look forward to meeting you in the near future.

Maribel Cabezas
Director
St. Thomas Aquinas, priest and doctor of the Church, is patron of all universities and of students.

St. Thomas Aquinas is considered by many to be the greatest scholastic theologian of the middle ages. For most of his life Aquinas was a prolific writer. He was born into a wealthy family in Aquino, Italy, in 1225. At the age of five he was sent to the Abbey of Monte Cassino, and at the age of fourteen he went to the University of Naples. Having become impressed by the example of his Dominican teacher, he decided to enter that order and left to study in Paris (much to the dismay of his family, who tried various underhand ways to get him to change his mind). Nicknamed the 'Dumb Ox' because of his build, he impressed his fellow academics with his brilliance in public disputation.

Aquinas was well travelled, and taught and conducted church business in many European cities. On one occasion he even travelled to London for a meeting of the Dominican Order. Aquinas died in Italy in 1274 (whilst once again travelling on Church business), and was canonised (made a Saint) in 1323 by Pope John XXII.

St. Thomas was one of the greatest and most influential theologians of all time. He was canonized in 1323 and declared Doctor of the Church by Pope Pius V. His feast day is January 28th.
Our Mission & Philosophy

OUR MISSION
In a nurturing environment where a sense of belonging to God's loving family is central to our mission, the aim of St Thomas Aquinas Early Learning Centre is to foster the spirit, mind and body of each child. Grounded in an understanding of children's natural sense of wonder, our Centre aims to equip each child to make sense of their world by wondering, questioning, interacting, reflecting and praying.

As a Catholic Early Learning Centre we aim to:
- Model the Catholic traditions and faith
- Demonstrate respect for people of other faiths
- Celebrate the joy of discovery and the excitement of learning
- Value the uniqueness of each person
- Work in partnerships with parents/carers, parishes and the wider community

OUR PHILOSOPHY (BELIEFS ABOUT FAMILIES, CHILDREN & LEARNING)
At St Thomas Aquinas Early Learning Centre we:
- At St Thomas Aquinas Early Learning Centre we strive to create a welcoming environment for children, families and the community. We believe that all children should be treated equally and their cultural and linguistic diversity embraced and respected.
- We believe that children learn best through an engaging play-based curriculum. Meaningful play scaffolds interest, encourages curiosity, discovery and problem solving which allows individual growth and developmental of a positive self-image.
- We offer children an environment rich with choices that will develop independence, tolerance and acceptance of others. We value and encourage the role of parents as prime educators and therefore we provide opportunities for their involvement.
- We implement the principles, practices and outcomes from the Belonging, Being and Becoming Early Years Learning Framework.
- We follow the guidelines in the ‘Catholic Early Learning Curriculum’ provided by the Catholic Education Office, these documents underpin the core of what we believe and what we practice at St Thomas Aquinas Early Learning Centre.
Start talking about
Preschool

After Preschool Orientation your child will probably feel a great deal more confident about starting school. It is important that you talk to your child about going to school in a positive and enthusiastic manner.

It is important that you explain to your child that St Thomas Aquinas Early Learning Centre is a safe and happy place and that there is always a teacher and assistant close by if they feel frightened or upset.

Discuss with your child all of the different things they will do at school and how much fun it will be to:

- Meet lots of new friends
- Meet interesting teachers
- Go to the library to borrow a book
- Attend weekly assemblies
- Use the Interactive Whiteboard (ACTIV Board)
- Paint and do craft
- Sing songs
- Climb on the outdoor equipment
- Play in the garden
Start preparing your child

a month before the BIG day!

During this time you should start to encourage your child to be independent. Help your child learn to manage and take care of the things they will use on a daily basis at school.

For example:

- Discuss with your child how they will use the bathrooms (toilets) at school. It is important that you explain to them that they will be allowed to go to the toilet whenever they need to. They also need to wash their hands after they use the toilet.

- We ask that you please pack a spare change of clothes in a plastic bag in your child’s school bag. Your child may need a spare change of clothes if they have a toileting accident or if they get dirty while playing. We encourage children to explore the environment and as a result please don’t send them to school in clothes that you don’t want to get paint or dirt on.

- Sunscreen: Please apply sunscreen to your child before coming to preschool. We will apply sunscreen to your child throughout the day.

- Encourage your child to put on their hat when going out to play. When they come inside, practise putting their hat in a designated place. Don’t forget to talk about the ‘No Hat, Play in the Shade’ rule. Remind them that they need to wear their hats outside if they want to play.

- Preschool children only need to wear the St Thomas Aquinas t-shirt and hat. When choosing clothes for your child please consider how easy they are for children to pull up and down when they need to use the toilet.

- Please ensure your child wears comfortable clothes that are easy to move in and are easily washed. We ask that children wear shoes that are comfortable for climbing and running—no thongs, crocs or backless shoes.
The first day at school!

The first day is a very exciting event, but it can also be a little confusing! Please read the following dot points carefully as they explain in detail what will happen and what you will need to do when you arrive on this special day.

The first day of school is **Monday 3rd February 2014.**

**Important!**
- In the preschool you must sign your child in and out everyday. We will show you where this is located when you arrive with your child. Your child will only be allowed to be collected by the authorised people as per your enrolment form. They will also need to provide photo ID to staff.
- You will be asked to find your child’s name tag on their locker. Once found, place the bag in the designated locker.
- You are welcome to sit with your child and do some activities and help them settle in. At about 9.10 we will encourage the children to come to the carpet area. This is the parents’ cue to say goodbye.
- When collecting your child we ask that you wait in the Early Learning Centre foyer area until 3.10pm to allow your child to concentrate on their end of day routine. You are then welcome to come in and collect your child and have a look around their room.

Once your child is settled, we ask that you then leave the classroom.

- If we feel that your child is too distressed and unlikely to settle we will contact you immediately. We have your child’s best interests at heart.
- We will have tea and coffee for the parents and you are invited to stay and chat to other new parents. This will be served from the canteen.
- We are more than happy to give you a call later in the day to let you know how your child is going or please feel free to give us a call. Please let your teacher know if you would like us to do this.
Our Program

We provide four different programs for children from Preschool age to Year 1. Each of our programs are designed for different purposes at different times of the day and for different groups of children. As such each program, whilst being underpinned by the Centre’s core Philosophy Statement, has its own Program Goals. These Program Goals enable staff to tailor the environment and activities to meet the needs of the children in that program.

Below is a brief description of each of the programs offered at St Thomas Aquinas Early Learning Centre:

The Preschool Program

Full Time: 9:10am to 3.10pm – Monday to Friday (school terms)

5 Days a Fortnight: 9.10am to 3.10pm (school terms)

Available to: Children who turn 4 years of age by 30 April 2013

Program Goals:

- To provide a Preschool Program for children in their year before formal schooling.
- To develop and create fun, flexible learning experiences that are age appropriate and foster skill acquisition and capacity building across the eight developmental domains.

Specifically we aim to provide opportunities for our children to:

- Develop social skills such as communicating, caring, negotiating, co-operating, sharing and turn-taking.
- Make meaning of their world by exploring a range of community places and examining the variety of family roles.
- Represent their ideas in a variety of creative forms – constructing, painting, dramatising and singing.
- Be exposed to rich, oral language through conversations, books, media, and theatre and structured play experiences which are meaningful and relevant to the children.
- Develop a basic understanding of the concepts of print.
- Develop oral expression and comprehension skills.
- Begin to understand the writing process – drawing, painting and recognising and writing own name.
- Gain an understanding of concepts of number pattern, space, shape and measurement and to encourage thinking and test possible solutions in order to develop problem solving skills.
- Develop and practise a wide range of fundamental movement skills in meaningful contexts on a daily basis.
Our Program

The Before School Care Program

Time: 7.30am to 9.10am – Monday to Friday during school terms

Available to: All Preschool to Year 1 children at St Thomas Aquinas ELC/St Thomas Aquinas Primary School

Program Goals:

- To provide a relaxed, comfortable and informal environment which enables our children to prepare and get ready for preschool/school in their own time.
- To provide opportunities for social interactions with friends and peers.
- To provide opportunities for self-selection of activities and games
- To provide opportunities for physical activities before preschool/school.

The After School Care Program

Time: 3.10pm to 6.00pm – Monday to Friday during school terms

Available to: All Preschool to Year 1 children at St Thomas Aquinas ELC/St Thomas Aquinas Primary School

Program Goals:

- To provide a nutritious and balanced afternoon snack for all children.
- To provide a relaxed, comfortable and informal environment for the afternoon.
- To provide opportunities for social interactions with siblings, friends and staff.
- To provide a range of self-selected games & activities, and enable the children to engage in self-directed creative play.
- To provide planned creative / craft activities that are based on child interest and input

The Outdoor Environment will be made available to all children between 3.15pm and 5.15pm (weather permitting). Children will be able to select ball games, play on the fixed and mobile playgrounds, spend time in the sandpit or cubby house and engage in free and creative play with friends and staff.
Our Program cont...

The School Holiday Program

Time: 7.30am to 6.00pm – Monday to Friday during school holiday periods

Available to: All Preschool to Year 1 children at STA ELC/STA Primary School

Program Goals:

- To provide our children with high quality care and enabling a “respite” from school and the school environment.
- Activities will be planned after consultation with the children and acknowledgment of their choices.
- We will endeavour to provide as many different and various activities for the children and enable them to have as much free choice and self-direction as possible whilst on-site at the ELC.
- Where needed we will adjust and modify the program to accommodate the children’s choices and interests.
General Information For Parents

ABSENCES
Short absences require an email to the Centre director or a written note given to the teacher when your child returns to school. This is a requirement for the Child Care Management System in managing your child’s number of Allowable Absent Days. We appreciate advance notice of planned holidays or extended time away from Preschool.

ALLERGIES
St Thomas Aquinas is a NUT FREE centre - please do not bring anything containing nuts. If your child has a severe food allergy we suggest that you bring in individual cakes for them that can be kept in the freezer and be given to them during celebrations. IT IS VITAL that if your child has an allergy that you please speak with your class teacher before s/he commences at the ELC.

ARRIVALS & DEPARTURES
The Before School Program commences at 7.30am. Parents are asked to enter through the black gates. At the conclusion of the Before School Program, Kindergarten and Year 1 children are sent to the morning line up area via the school corridor where they will wait for their classroom teachers. The preschool children will be taken to their regular classrooms.

The Preschool sessions start at 9.10am and finishes at 3.10pm. Please do not leave your child unattended until the session starts. All children are taken into Room 2 where they can be collected. Parents are asked to wait in the foyer until the completion of class. If you have not collected your child by 3:15pm and have not contacted staff, your child will be enrolled into the After School Program and fees will be charged for this time frame.

The After School Program commences at 3.10pm. Preschool children are taken from their regular classrooms to After School Care.

If your child has stayed for the After School Program and is not collected by 6.00pm you will be charged at the rate of $5.00 per 5 minutes. Please contact us by calling 02 62585834 if you are going to be late. If your child has not been collected by 6.10pm and we have not been contacted by you, the emergency contacts will be called and be requested to collect your child.

Only Parents or Guardians may collect their child from Preschool. If another person is to collect your child please write their name on the sign-in register. If they are unknown to Centre staff they will be asked for identification. Older siblings may not collect a Preschool child (unless they are 18 years or older).
General Information

BEHAVIOUR MANAGEMENT

Learning new rules and routines is challenging for all young children and we recognise that most children behave and act outside the set boundaries at one stage or another. Appropriate behaviour at our ELC is encouraged through purposeful, positive reinforcement, teacher modelling and developing rapport between staff and children. This strategy is consistent across the day from the Before School Program through the Preschool Program to the After School Program.

If inappropriate or unsafe behaviour occurs the child is removed from the situation and encouraged to discuss the incident with an adult. The child will be assisted to reflect on their behaviour and determine how to act appropriately in the future.

If the behaviour is serious (i.e. the child has caused injury to another child) the incident is documented on a Behaviour Incident form. The child’s parent will be contacted and at pick up will be asked to read the report and sign it. This form will be kept on his/her Student File at the ELC.

Please see the St Thomas Aquinas ELC Behaviour Guidance Policy & Procedures for further information on behaviour guidance at the ELC. Parents will be notified if violent or recurrent patterns of behaviour emerge. The Catholic Education Office also has an exclusion policy for incidents of severe behaviour.

BIRTHDAYS

You are welcome to bring in cupcakes or individual treats to celebrate your child’s birthday. You are also welcome to place yourself on roster for this special day. If your child has their birthday during the holidays you may wish to make a special Preschool birthday treat and celebrate his/her birthday before or after the school holidays. Please attach a list of ingredients so that staff can check for any allergies some students may have.

CANTEEN

Children are able to utilise the canteen for lunch orders. The ELC has a modified canteen order list and this will be made available at the beginning of the year. Please note that the canteen is closed on Wednesdays. Parents are encouraged to volunteer their time for the canteen roster.
General Information

COMMUNICABLE DISEASES

Parents and families will be advised at all times in the event of an outbreak or case of a Communicable Disease. This information will be displayed on the noticeboard in the front foyer of the Centre.

It is very important that families check this notice board everyday and adhere to the exclusion restrictions as advised by the Department of Health. It is vitally important that all un-immunised children and pregnant women stay away from the Centre during these times.

DAILY ROUTINE OF THE PRESCHOOL PROGRAM

9.10 am  Children participate in quiet activities. Morning class gathering (mat session) discuss our day. Prayer time.

9.30 am  Indoor / Outdoor activity time - Including both teacher-facilitated and student-selected tasks.

10.00 am  Morning Tea

11.30 am  Indoor / Outdoor activity time - Including both teacher-facilitated and student-selected tasks.

12.30 pm  Lunch time & Outdoor play

1.00 pm  Relax and quiet time

1.45 pm  Indoor / Outdoor activity time - Including both teacher-facilitated and student-selected tasks.

2.15 pm  Clean-up - Pack-up – Snack Time

2.50 pm  Mat session – story time, discuss day's activities, what children enjoyed and what they would like to explore tomorrow.

3.10 pm  Bags packed, Prayer & Pickup

Please note that this is a guide only. Teachers will use their discretion to modify or change the daily routine dependant on the needs and interests of the children.
**General Information**

**EMERGENCIES & ACCIDENTS**

In the event of an emergency or serious accident, the Centre Director will contact the Principal or an Executive member of the school. Parents will be contacted and if the parents are unable to be contacted, then the person/s nominated as the Emergency Contacts will be called. It is important that you keep all addresses and phone numbers up to date with the Centre.

All incidents that require first aid (including ice packs) will be documented in the Accident Report file. An Accident Report will be completed and parents will be asked to read and sign it when they collect their child. Please note that in cases of head injuries parents will be contacted immediately.

**FEE POLICY & STRUCTURE**

St Thomas Aquinas Early Learning Centre is a privately funded centre. We do not draw on any government funding for student places. Attendance at our Centre is based on parent’s capacity to pay the assigned fees. We are unable to offer fee remission.

Fees are payable two weeks in advance unless the Director has authorised a different payment structure (i.e. weekly payments for low income families). Accounts will be emailed on a fortnightly basis from 3rd February 2014.

Fees for the Before and After School Program and Preschool Program will be charged during School Terms only (i.e. for 40 weeks). Fees will be charged on Public Holidays and during periods of absence i.e. illness or family holidays during school terms. The school holiday program will be charged based on usage. Please see the Holiday Program section for more details. Fees should preferably be paid by Direct Deposit although cash is accepted. Credit card payments are not accepted.

<table>
<thead>
<tr>
<th>Session</th>
<th>Time</th>
<th>Rate (per session)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School Care</td>
<td>7:30am to 9:10am</td>
<td>$14.00</td>
</tr>
<tr>
<td>Preschool</td>
<td>9:10am to 3:10pm</td>
<td>$53.00</td>
</tr>
<tr>
<td>After School Care</td>
<td>3:10am to 6:00pm</td>
<td>$25.00</td>
</tr>
<tr>
<td>Full day</td>
<td>7:30am to 6:00pm</td>
<td>$92.00</td>
</tr>
<tr>
<td>Vacation Care</td>
<td>7:30am to 6:00pm</td>
<td>$56.00</td>
</tr>
<tr>
<td>Resource Fee</td>
<td>Per term</td>
<td>$50.00</td>
</tr>
<tr>
<td>Enrolment Fee</td>
<td>Initial Admin fee</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Fee policy continued over page….
General Information cont...

FEE POLICY & STRUCTURE CONT...

If an account becomes more than two billing cycles in arrears (4 weeks), the family will be contacted by the Centre Director. If the account becomes more than $1200 in arrears, the child’s attendance at the Centre will be suspended until the account is cleared. Debt collection services will undertake the recovery of unpaid fees.

All families are required to pay a $50.00 resource levy at the beginning of each term for each child who attends the Preschool Program.

A Late fee of $5.00 per 5 minutes will be charged for all children who are collected after 6.00pm (please see the Arrivals and Departures section).

Child Care Benefit (CCB)

Child Care Benefit is a payment from the Australian Government (Centrelink) that helps you with the cost of your child care. It is means tested and the amount of the CCB is a direct reduction off the weekly fees. This is applied directly to the account so parents that are eligible for CCB will only pay the gap.

Child Care Rebate (CCR)

Child Care Rebate assists parents or guardians with out-of-pocket expenses for approved child care. Out-of-pocket expenses are total child care fees less Child Care Benefit. Families can elect to have their CCR paid directly to the Centre to reduce the fees payable.

It is essential that families wishing to have their benefits paid directly to the Centre supply us with their child’s CRN and a parent’s CRN and date of birth.

For further information on Child Care Benefit and Child Care Rebate entitlements please visit www.humanservices.gov.au.
General Information cont...

FOOD

Parents are responsible for providing adequate and nutritious food for their children during the Preschool program (9.00am to 3.00pm). The food must be kept in an insulated lunch box (or similar). It is strongly recommended that one or more ice bricks are used in the lunch box if yoghurts, cheese or other similar food items are provided.

All lunch boxes and water bottles will be stored in the children’s locker boxes inside the classrooms. These locker boxes will be cleaned weekly. Each day children are required to bring;

- Morning Tea: one piece of fruit or a small container of chopped up fruit or vegetables e.g. apples, bananas, carrot/celery sticks etc
- Lunch: sandwiches, rice crackers, pita bread wraps etc
- Afternoon Snack: mainly fruit, vegetables, cheese or plain crackers or yoghurt
- Water Bottle: containing water only – no cordials or soft drinks

In accordance with the STA ELC Healthy Eating and Nutrition Policy & Procedures all non-nutritious foods are banned at St Thomas Aquinas ELC. The following are examples of banned foods; packet chips, high sugar lollies, chocolates, soft drinks, fast foods or highly processed foods.

If these foods come to preschool, a sticker will be placed on the food item to remind parents that the item is not allowed at the Centre. The STA ELC Healthy Eating and Nutrition Policy & Procedures can be accessed in the Policy file in the foyer of the Centre. Alternatively please ask the Director for an electronic copy.

HAIR

Children with hair below shoulder length must have their hair tied up at all times. If your child has head lice please notify your class teacher as soon as possible as notes need to be sent home. Your child must stay at home until the head lice have been treated and no eggs remain in order to prevent further outbreaks.

HOLIDAY PROGRAM GUIDELINES

Parents can use the service as much or as little as they require. A Holiday Program booking request form is sent out in week 6 each term. Parents are required to return the form (either by email or in person) by the end of Week 8 of the term.

The fees for the Holiday Program are $56.00 per day. This covers all food (morning tea, lunch and afternoon tea). This daily fee will be eligible for CCB and CCR. Enrolments for the School Holiday program will only be accepted from families with no outstanding debt to the ELC.
General Information

ILLNESS POLICY & PROCEDURE
If your child has any of the following symptoms he/she is required to be kept at home:

- Eye discharge or yellow/green nasal discharge
- Infectious sores or a rash
- Vomiting - within the last 24 hours
- High fever/Flu – within the last 24 hours
- Diarrhoea - within the last 24 hours
- Other signs of infection

If a child becomes ill during the course of the day, the parents will be contacted and required to collect the child. Emergency contacts will be called if parents are unable to be contacted. Please refer to the “Staying Healthy in Childcare” booklet for more information.

INCURSIONS / EXCURSIONS
In the case of excursions a permission slip on each occasion will need to be returned to school prior to the excursion if your child is to attend. Your child will not be able to attend the excursion if the permission slip is not signed. Trips to the local surrounds are not considered excursions. Our children will access these public spaces throughout the year.

MEDICATION
All medication must be handed to staff on arrival. Parents are to complete the ELC Medication Forms (in medication folder). Only prescribed medication can be administered to children. If you require any other form of medication to be administered, then it needs to be accompanied by a letter from your doctor. Children may not self-administer medication or store medication in their bags. Medication is to be given to Centre staff with the medication form and will be stored in the medicine cabinet.
General Information

PARENT PARTICIPATION

Parent participation at Preschool is a unique opportunity for you to observe and interact with your child in their learning environment. It also provides the staff with much appreciated assistance in the preparation of materials and activities, which will support your child’s learning program.

This is a special time for you and your child, so we ask that families make arrangements for younger siblings. We appreciate all the assistance you can give, as we are partners in your child’s education. Welcoming you into our learning centre is the best way to reinforce and encourage the strong bond that exists between family, home and school. We hope that this bond will continue to grow and develop through your child’s time here at St Thomas Aquinas ELC. Please inform your classroom teacher on a day that is suitable for you, as you will be required to be present for the duration of your allotted time.

Please Remember: Confidentiality is of the utmost importance. It is inappropriate to make comments about other children as all children are individuals and are all developing at their own rate emotionally, academically, physically and socially. Under no circumstances are parents allowed to reprimand a child. Please immediately refer the incident on to the classroom teacher. The exception to this rule is in life threatening circumstances in which case, parents can intervene.

PARTY INVITATIONS

Please place party invitations in the student files or hand them directly to parents, as it is distressing for the other children who are left out when invitations are given out in front of them.

SPARE CLOTHES

Please ensure that your child has a set of spare clothes in their bag and that they are appropriate to the season. This is very important as it makes it more comfortable for your child if an accident does occur. Children may also need a change if they get soaked during play etc (not just toileting accidents occur). Please make sure that your child’s name is on all clothing including socks and underwear. In the event that your child soils their underwear, it is our policy (for hygiene reasons) that the underwear will be bagged and disposed of immediately. Lost property will be kept in the foyer and at the end of each term any unclaimed items will be considered as donated.

SUN POLICY

The Cancer Council of Australia recommends that all children wear appropriate sun protection clothing all year round. STA ELC has a “No Hat – Shade Play” policy in line with these recommendations. Sunscreen is required to be applied to all children when they are outside and the UV Index is above 3. The UV Index will be displayed daily in the foyer.
General Information

PARENT & TEACHER INTERVIEWS / MEETINGS
Teachers are available to speak with parents and caregivers before or after preschool. Please make an appointment if you would like to speak to your child’s teacher about a specific issue or incident. Information that is important to pass on to the classroom teacher can be given to the before school program staff. Teachers will endeavour to read this information as soon as the children are settled.

REST TIME
During the first semester children will be resting and relaxing for a short period of time on a mattress. We ask that you provide a cot sized sheet to put over the mattress your child will be using. You can keep the sheet in your child’s locker (place inside a pillow slip) and take home on the last day of the week for washing ready for the following week.

TOYS / PERSONAL ITEMS
We would like to remind all parents that children are not to bring toys and personal items from home. This is important as it can cause distress if they are lost or broken. If your child does bring a toy for their news, they will not be allowed to play with these in the Centre. All items will be stored safely or in the Director’s office.

UNIFORMS
Uniforms can be purchased from Savvy School and Formal Wear, McDonalds Kids Wear and the Uniform Shop at Kippax. Boys and girls wear the same sky blue and navy polo shirt year round. They also have a navy bucket hat. Please clearly label all clothes. All lost property will be placed in a tub in the foyer and at the end of each term they will be donated.

VISTORS TO THE CENTRE
All visitors to the Centre must complete the Visitors Register book located on the front sign in bench in the foyer of the Centre. A Visitors sticker must be worn at all times while at the Centre.

If a family member is new to the Centre (i.e. first time visit) please introduce them to the Centre Director and/or your child’s teacher. Visitors that are not known to Centre staff will be asked for ID before entry.
**General Information**

**WHAT DOES YOUR CHILD NEED EVERY DAY AT PRESCHOOL?**

A *strong, sturdy back pack with BIG zips* able to hold the following items;

- A spare change of clothes (underwear, socks, pants, top & jumper all in a plastic bag)
- The Preschool hat - No Hat, Shade Play!!
- A water bottle (easy to open)
- A large lunch box (containing morning tea, lunch & afternoon tea)
- Sunscreen applied by parents before school (except when UV Index is below 3)
- Library bag on library days

**YOUR TRASH IS OUR TREASURE**

We are always looking for odds and ends to fill our collage trolley and to enhance painting and writing experiences. Please help us by collecting the following:

- beads, buttons, camera film
- plastic containers, cardboard and food cartons, cellophane, ceramic tiles, clean Chinese food take-away containers (plastic), coloured wrapping paper, corks, envelopes, felt pieces, foam trays, ice cream containers, interesting stones, lace, margarine containers, material scraps, painting/drawing paper, thick sturdy card, patty pans, pipe cleaners, ribbon rope, shells, small cardboard boxes, string, wishing stones, wood scraps, wooden dolly pegs, wool & clean yoghurt containers—thank you!

> “Learning is the greatest game in life and the most fun. All children are born believing this and will continue to believe this until we convince them that learning is very hard work and unpleasant.

Some kids never really learn this lesson, and go through life believing that learning is fun and the only game worth playing.

*We have a name for such people. We call them *geniuses*!*”

*Glenn Doman*