



HOLY FAMILY EARLY LEARNING CENTRE

**FAMILY
HANDBOOK**



INTRODUCTION

Welcome to Holy Family Early Learning Centre. Holy Family Early Learning Centre is part of the Holy Family Services: A Ministry of the Sisters of the Holy Family of Nazareth). We have compiled this booklet for your information and to help make your orientation to our centre a little easier and more enjoyable. With some handy hints and background information, we hope you will be able to understand some of the workings of our centre and the effort the staff and families put in to keeping Holy Family Early Learning Centre a great place to be.

CONTACT DETAILS

116-132 Quakers Road
Marayong NSW 2148

Phone: 02 9626 1344

Fax: 02 9626 1355

Email: ldc@holyfamilyservices.com.au

Centre Hours

Monday to Friday
6.30am to 6.00pm

MISSION STATEMENT

Our mission is to provide, in conjunction with the residents and their families, the children and their parents, a quality care service.

This service will be based on Christian values in the Catholic tradition.

Hospitality, Love and Acceptance will form the cornerstone of **Holy Family Services**.

OUR DIRECTOR OF MISSION

Sr Grace Roclawska

Contact: grace.roclawska@holyfamilyservices.com.au



Hospitality
Love
Acceptance



MANAGEMENT STRUCTURE

Sisters of the Holy Family of Nazareth & The Board

Chief Executive Officer

Approved Provider Responsible to the
Department of Education

Early Learning Centre

Director of Early Learning Centre/ Nominated Supervisor

Nominated Supervisor responsible to the CEO and manages daily operations of the centre
and responsible to Department of Education.

Educational Leader

Responsible to Nominated Supervisor and for planning and implementing daily program
and caring for children, families and mentoring the team.

Responsible Persons/ Room Leaders

Responsible to the Nominated Supervisor and in day-to-day charge in the absence of the
Nominated Supervisor.

Room Educators

Responsible to the Nominated Supervisor, Educational Leader, and Responsible Persons
and for the education and care of the children and families.

Support Services

Cook/Cleaner

Responsible to Nominated Supervisor

Accounts

Responsible to CEO and responsible
for accounts administration

Holy Family Services
Holy Family Early Learning Centre

MEET OUR TEAM



Miss Amani
Director/Nominated Supervisor



Miss Arshia
2IC/ Educational Leader/
Lions Room Leader



Miss Alarnah
Cubs Room Leader



Miss Ranjini
Room Educator



Miss Emma
Room Educator



Miss Harleen
Room Educator



Miss Laura
Room Educator



Miss Amrit
Room Educator



Miss Pamela
Room Educator



Miss Joni
Cook

CENTRE PHILOSOPHY

We value early childhood education as the foundation for lifelong learning. We believe that each child is a unique individual and should be viewed, respected, and treated as such. As the welfare and wellbeing of each child is paramount, we strive to provide holistic support of the child's exclusive requirements and interests in a nurturing, familial environment that fosters the child's development across all developmental domains. Through our social and physical environment, we welcome and include all, and seek to create a sense of belonging in our centre community. We celebrate the diversity and multicultural nature of the community in which we live and acknowledge the original custodians of this land and the Darug nation, on whose land we now stand, and we pay our respects to the Elders past, present, and emerging. Our staff team reflects a diversity of education, training, and life experience, as well as a range of multicultural backgrounds and languages. This supports children as they settle and build relationships, feeling a sense of belonging. Our families also reflect a range of multicultural backgrounds and languages. This diversity enriches the life of our service, and we strive to reflect this diversity throughout the centre, as well as in our programming and daily experiences we provide for the children. We recognise that partnerships with families provide us with invaluable information and that these partnerships are central to ensuring continuity and progression of learning and development for their children. Our partnerships with families are based on cooperation, support, and mutual respect for the roles we each play in the lives of their children. We develop and nurture these relationships through daily conversations and the sharing of information, ideas, knowledge, and strengths - using a variety of communication strategies and mediums. We encourage all families to participate within the centre according to their individual needs, interests, and availability. By having a parent committee, families are strongly involved in the running of our centre. We believe that the structure of our centre is part of what makes our centre so successful.

We provide safe, caring, and inclusive indoor and outdoor environments for children that:

- ensures each child feels a sense of belonging,
- recognises their unique individuality,
- stimulates, challenges, and encourages children's holistic development,
- engenders a life-long love of learning,
- facilitates their cooperation and active involvement, and
- fosters their independence, resilience, and self- confidence.

We believe that childhood should be filled with fun, happiness, and laughter. Our educational approach is one of play-based learning, in which children can spend time playing and developing learning dispositions including: exploration, imagination, experimentation, curiosity, and risk-taking. We encourage children to engage in their natural environment, learning about respect, sustainability, and the benefits of a connectedness with nature. By allowing children time to take pleasure in the present moment, we support and encourage children's sense of being. The Early Years Learning Framework supports play-based learning and guides our program and our decision making and underpins our daily practices.

Our educational programs are reflective of emergent curriculum and adhere to guidelines set by ACECQA, National Quality Framework and The Early Years Learning Framework, taking the child's developmental level into account. Our programs are completed and implemented daily. Experiences at the centre afford children the opportunity to develop a plethora of skills in exploration, self-discovery, social interactions, and problem solving among others, in the overall attempt to set the children up for success. Educators at the Holy Family Early Learning Centre complete learning stories while observing the children and share these with parents and guardians upon completion. We support each child's individuality through inclusion and respect of all individuals in the community. We recognise, support, and advocate the rights of all children, frequently listening to their voices and feelings. Our educators become co learners with children, following children's ideas and valuing their knowledge.

Holy Family Services
Holy Family Early Learning Centre

As educators focus on the experiences of the 'whole' child, there is a large emphasis placed on nutrition and foods provided for the children daily. Mealtimes at the Holy Family Early Learning Centre are presented to the children in such a way that classifies them as an educational tool. Carefully planned and prepared menus align with guidelines for daily recommended intakes of the food groups, specifically referring to the needs of children. Our menus are reflective of cultural diversity and exposure and are respectful of preferences, allergies, and intolerances of the children. All food prepared for the children is fresh and prepared by our formally qualified cook. Children are encouraged to practice self-service of meals during these social experiences as a means of preparing them for their future. Mealtimes are integrated with other key learning areas such as dental hygiene.

Staff at the Holy Family Early Learning Centre are dedicated professionals that value the importance of maintaining an optimum level of care and education for all children. It is of significance to highlight the fact that all staff working with children have obtained formal qualifications in the field of early childhood. Independent of the qualification that they hold, the staff are consistently developing and refining their professional practices, attending additional training to keep abreast with and effectively address evolving issues within the setting. All staff strictly abide by a specialised code of ethics, ensuring that duty of care is successfully always honoured. Additionally, we draw importance to the advantageous staff-child ratios delivered at the Holy Family Early Learning Centre. The staff firmly adhere to staff-child ratios for all age groups in accordance with regulations. We place an extremely high value and importance on partnerships as a means of developing the best possible environment for children. Partnerships with families provide us with invaluable information relating to cultural backgrounds and heritage. Our educators strive to build relationships with families based on co-operation and a mutual respect for the reciprocal roles that each play in the lives of the child. Partnerships with families are developed through daily discussion, newsletters, and meetings. Moreover, The Holy Family Early Learning Centre's open-door policy aims to facilitate an open flow of communication while maintaining confidentiality and respect of the privacy and wishes of each family, resulting in the highest levels of customer service.

Partnerships with industry professionals assist staff development and expansion of the curriculum to meet the individual and collective needs of all children. Needs based on cultural identity, additional support education and medical interventions which all require greater individual knowledge and supported cooperative teams, assures all children are facilitated in an inclusive environment as best as possible.

We believe that early childhood is a celebration of learning and honour of diversity that when valued and nurtured appropriately, fosters individuals that can positively contribute to their community and the greater society.

CENTRE GOALS

To provide a warm, safe, caring, stimulating, and fun learning environment that:

- meets the individual developmental needs of each child is one in which children, families and educators feel that they belong and is representative of the wider community.
- we provide a curriculum that encourages curiosity, imagination, and investigation.
- the program fosters: personal and social development, gross motor and physical development, cognitive and memory skills, fine motor and coordination skills, creative and imaginative skills, and language and intellectual development.
- for educators to provide a curriculum based on the Early Years Learning Framework in partnership with children and families, that considers every child's ability and strength.
- fosters their natural curiosity; and encourages them to participate in a lifelong journey of learning.
- a multicultural and anti-bias curriculum is included in the program, in which all children are treated as equals regardless of gender, race and abilities.
- for children, educators, and families to learn to respect the differences in each other, to value the diversity of every culture within the centre and wider community, and to share traditions with respect and appreciation.

For educators to:

- work as a team.
- always interact with children in a positive, friendly, and nurturing environment.
- to value and respect, each other with guidance, ongoing support, and encouragement to reach their potential.
- contribute equally to create a cohesive environment that reflects a sense of being, belonging and becoming.
- carefully listen, observe, and document children's work in their classroom.
- work together as a positive supportive and collaborative team.
- connecting to and respecting our natural environment.
- role modelling sustainable practices; and
- sharing and gaining knowledge with our families, local and wider community.

We value families as the first teachers of children, and therefore will encourage, communicate, and facilitate their participation and involvement in their child's learning journey within the centre's environment.

EDUCATIONAL PROGRAM

Holy Family Early Learning Centre's curriculum program is guided by our centre philosophy, the Early Years Learning Framework and is based on the constructivist theory and the Reggio Emilia Approach, which values learning being guided by the child, with hands on exploration, construction of collaborative learning and a focus on interest-based projects.

We believe that play is extremely important for children, through play babies and young children explore and learn, understand their world around them as they communicate, discover, imagine and create.

Therefore, the curriculum is child-initiated with educators supporting children's development in all areas. The program is developed by observing the children at play and establishing their interests, strengths and emerging skills. From here future activities are planned for each individual child to further strengthen their skills in all developmental areas.

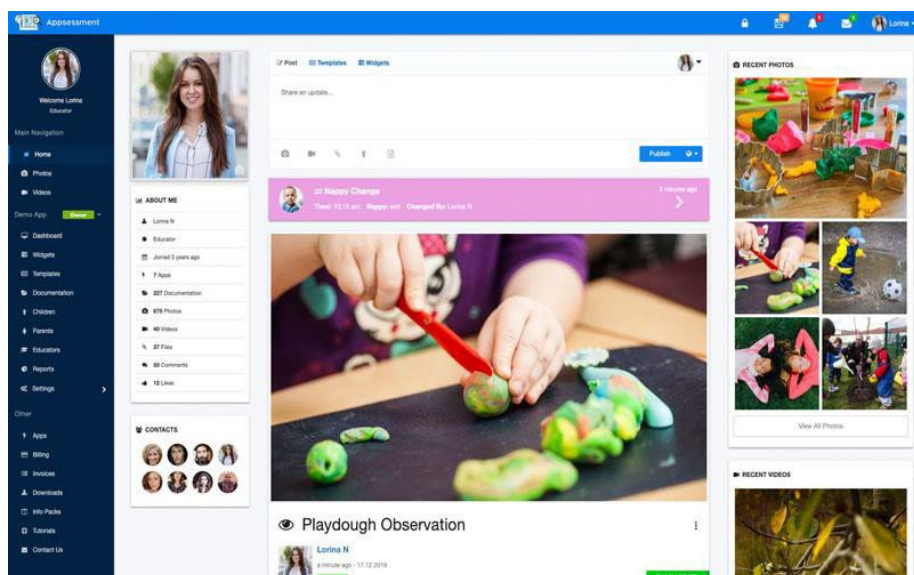
School readiness activities are an on-going part of the daily program. As a centre we encourage the group participation of child directed and 'intentional teaching' projects, that provides all children the opportunity to extend their knowledge and skills while participating in a subject of interest. All programs are approved by the Educational Leader.

The rooms are set with many learning centres giving children the opportunity to choose where and what they do during the day. Children are encouraged to have control over their learning environment and play a big role in the decision-making processes within the room. The children's journey of learning is documented using Appessment which families always have access to.

At the centre we are very lucky to have such a strong bond with the families and community members. We would like you to feel that Holy Family is an extension of your own family and hope to build strong relationships that are valued between the home and the centre.

APPSESSMENT

All documentation is recording using the 'Appessment' application. Parents will be able to access photos, documentation and learning stories daily. Families can also view their child's food intake, sleep duration and nappy change information. The application is an important form of communication with our families regarding their children and provides an opportunity for families to provide feedback. Your log in details will be provided to you upon enrolment to our Centre.



ADMINISTRATION

Enrolment Fee: \$150.00, is a non-refundable payment that includes a centre hat and sheet set. The hat and sheet set will remain at the centre and are laundered each week by our staff.

Bond: A bond of two (2) weeks full fees is payable prior to commencing at the centre. No childcare benefits are applicable to this fee.

Fees: Fees applicable as per office notice board. Fee levels will be reviewed and if required set by management twice a year in January and July. Families are notified as far ahead as possible and no less than 14 days of any changes to fees.

Conditions of Enrolment

Priority of Access: Upon enrolment families will be notified of their priority and advised that if the centre has no vacancies and their child's position is a priority 3 under the Priority of Access Guidelines, it may be required that their child leave or reduce their days in order to make a place for a higher priority child.

Fees: are reviewed as above and adjusted in accordance with the cost-of-living index. Once your child is enrolled, fees are payable whether or not your child attends, **including school holidays, annual holidays, or illness.** A fee is payable per session irrespective of your child's attendance. Fees apply to **public holidays**, but do not apply during the closure of the centre at the end of each year.

Fees should be paid weekly or fortnightly **BUT** must be always in advance and must remain current. In the event of fees being overdue there will be an overdue administration charge each week the fees are late. You will receive a 'Statement of Account' by the Centre Director notifying you of the amount owing. All receipts will be issued via email

Late Pick Up Fee: We are licensed between the hours of 6.30am and 6.00pm and are not allowed to legally have children in care on the premises outside these hours. If you arrive after 6.00pm you will be charged a late fee of \$20.00 for the first five minutes and \$5.00 per minute thereafter. Failure to adhere to the centre hours may result in loss of enrolment.

Withdrawal/Termination Notice: Written notice of the withdrawal/termination must be given to the Centre Director two full weeks in advance. During this two (2) full week notice period your child must attend the centre, if your child does not attend during the notice period legally childcare benefits cannot be applied and full fees will be charged. It is our policy that a BOND, which is the equivalent of two (2) full week's attendance is paid prior to commencing at the centre. Within a 3-month period your bond refund will be transferred to your nominated account along with a final statement.

Attendance: The centre is open from 6.30am until 6.00pm – fifty (50) weeks per year. The centre is closed on public holidays. Any child receiving Child Care Subsidy (CCS) is eligible for CCS for an initial 42 days absence from care during each financial year (including public holidays). These absences can be taken for any reason and do not require supporting documentation. CCS will only be paid for further absences if they are used for one of the Additional Absence reasons, as defined in the Child Care Service Handbook.

Session Times: Children enrolled at the centre full time (5 days per week) are entitled to a choice of session time. Option A is full day which is 11.5 hour per day of CCS hours or Option B is a 10-hour session of either 7am-5pm or 8am-6pm which ensures you do not exceed the maximum 100 hours of CCS hours.

Please advise the Centre Director upon enrolment if you wish to select a 10-hour session.

Arrival and Departure: When you arrive or depart the centre you are required for WH&S compliance and CCS requirements to ensure your child is signed in and out of the centre using the iPad located in the front foyer. Please always inform staff when you drop off or take your child.

Child Care Benefits: Child Care Subsidy (CCS) is a payment made by the Australian Government to assist eligible families with the cost of childcare fees. The Department of Human Services processes a family's claim for CCS. It allocates a customer reference number (CRN) for both the parent/guardian and the child. Families need to call The Department of Human Services on **13 61 50** between the hours of 8am and 5pm, Monday to Friday to link their child to the CCS reduced fee scheme.

Emergency Contact Pickup: There are times when children will need to be picked up by a person other than their parent. The 'Emergency Contact' form (pink) within your enrolment pack must be completed, signed by all displayed contact persons, and returned to the centre. No child can commence their days at the centre if the form is not returned completed correctly. You must ensure a minimum of four (4) contacts are provided (including parents/caregivers) that are no further than half an hour from the centre.

Immunisation: The most effective method of preventing certain infections is immunisation. Immunisation protects the person who has been immunised, children who are too young to be vaccinated and other people who have been vaccinated but have not responded to the vaccine. Immunisation of staff and children in childcare is important as it minimises the risk of contracting a disease that can be prevented by vaccines. Immunisation also reduces any complications or mortality associated with these diseases.

The NSW Public Health (Amendment – Vaccination of Children Attending Child Care Facilities) Act 2010 requires parents/guardians of all children enrolling in childcare facilities and pre-schools to provide written/documented evidence of the child's immunisation status and records. Immunisations received should be appropriate to the child's age. Families must provide a current 'Immunisation History Statement' showing that their child's immunisation is up to date before they will be able to commence at the centre.

Families will be notified via email if their child's immunisation is overdue. Failure to acknowledge this notification or update the scheduled immunisation will result in a child being excluded from the service until immunisation is updated and/or one of the above documents is provided.

Our Rooms

Holy Family Early Learning Centre is a thirty-nine place Centre that is divided into two educational and care rooms.

Cubs Room: for children aged six (6) weeks to three years old.

Lions Room: for children three (3) years to six (6) years old.

Each room has a room leader, a second in charge and room educators, with the number of educators dependent on the ratio requirements.

Routines: Each room's daily routine is displayed within the room and is a guide for the daily activities. There will be a 'summer' and 'winter' routine to reflect the weather conditions at the time.



Kitchen/Meals

We have a wonderful cook who prepares nutritional, tasty meals for the children daily. All meals are prepared and planned according to the National Dietary Guidelines for childcare and audited regularly by the Government initiative 'Munch and Move'. Breakfast is provided from 6.30am to 8.00am. All families requiring breakfast for their children must arrive prior to 7.55am. Due to transition of children to room and staff ratios, breakfast will not be served after 8.00am. Morning and Afternoon tea: Please provide a piece of fruit each day their child attends which will be cut up by the cook for the children to share. Nutritional snacks will be prepared to compliment the daily supply of fruit. Children will be offered water or milk at these snack times. Lunch: The cook prepares menus showing the different selections of foods that will be offered and this will be displayed for your viewing. Children's religious, cultural and dietary needs will be catered for. Water will be offered to the children at lunchtime to aid in dental hygiene as per the Dental Care policy. Staff will check if any child has any Religious, Cultural, or Special dietary requirements, prior to serving food. A list of children's dietary needs is attached to the food trolley, along with any allergies. For those children who are picked up later in the afternoon, they will be offered a late afternoon tea snack. We value celebrating and sharing important events in the lives of the children and their families. Parents may want to provide a cake for such celebrations to be shared at afternoon tea. A separate cupcake will also need to be provided so the child can blow their candle out, without blowing over the main cake. Please do not bring any 'Nut' products as our centre policy states we do not allow 'Nut' products on the premises.

ATTENDANCE

- Please sign your child in and out using the iPad in the foyer.
- Please apply sunscreen to your child.
- Change your child's nappy in the nappy room (if arrived with a soiled nappy). Toilet your child each morning before you leave the centre.
- Should your child require medication, please make sure the medication has a pharmacy label and complete the necessary form and give the medication to an educator to check and store.
- Inform educators of any important information regarding your child
- Ensure educators are aware that your child has arrived and please say 'Goodbye' to your child
Please contact the centre if you have any concerns.

What to bring each day

Please note all belongings need to be labelled.

- A bag for your child's belongings.
- A drink bottle filled with water only – juice, soft drinks, flavoured milk are not to be provided in any water bottles or milk bottles.
- A broad brimmed centre hat will be supplied and laundered as part of the enrolment fee. This must stay each day at the centre to ensure it is available for your child's use. All children must wear a hat to play outside.
- Changes of clothes, socks, underwear in case of accidents. Please always include a jumper in case the weather changes.
- A piece of fruit for sharing – to be placed each morning upon arrival in the fruit basket located in the rooms.
- A soft toy (if required) for rest time and in the winter a small blanket.

6 weeks – 2 years additional items

Bottles: Please provide enough labelled bottles of milk for the day (formula/breast milk, soy). A form for bottle heating instructions is available within your enrolment pack and needs to be completed to assist educators. Formula can be provided in divided portions with bottles filled with the exact water measurement if desired.

Dummies: Should your child require a dummy throughout the day, it must be labelled. We will encourage children not to walk around with dummies throughout the day, but if they become distressed, they will be provided with their dummy. Dummies should be taken home at the end of each day or if staying within the centre, educators should be advised to ensure appropriate cleaning schedules are provided. Dummies will be rinsed prior to any use.

Changes of Clothes: Please ensure that there are ample changes of clothes. Children will often dribble, become dirty from crawling or spill things on themselves.

Nappies: Please provide enough nappies for your child's day these will be used only on your child. We have 4 – 5 routine nappy changes throughout the day so please allow enough nappies for these times and any extra changes that may occur. Please label your child's nappies with a marker. Nappies need to be placed in your child's individual shelf situated in the nappy room.

Sun and protective clothing

Australia has the highest rates of skin cancer in the world. About two out of three people in this country will develop skin cancer during their lifetimes (WorkCover, NSW). All children must adhere to the 'Sunsmart' requirements as per our clothing policy. No singlet tops, halter tops are to be worn, all t-shirts/dresses must have sleeves that cover the child's shoulders. No thongs are to be worn.

Orientation

We want your settling in time to be a positive experience where you feel supported and valued. Our orientation will be thorough and ongoing over a period of time. Upon commencement you will be asked to participate in our orientation process to ensure you are feeling confident and comfortable with the legal and centre requirements. An educator will take you through each step and it is encouraged that if you are still unsure of any process or have additional questions that you discuss this with the educator/s who will be happy to run you through the process or answer any of your questions.

Families Participation

All families are welcome to be an active member of Holy Family Early Learning Centre. Throughout the year we ask families to participate in our fundraising ventures and come along to our celebration days. We welcome parent suggestions for program ideas, and we have an 'Open Door' policy. Please use our suggestion/concerns and compliments forms, located in the foyer to verbalise your opinion at any time during the year, or email the Centre Director or speak directly to staff.

We will encourage our families to participate in reviewing our centre policies throughout the year. An email will be sent to individual families with the attached policy and form to complete, which can be handed in or sent back via email. It is important that each year we review our policies to ensure our practices and procedures are of a high quality. We really appreciate our family's help at Holy Family Early Learning Centre and welcome extended family members such as grandparents, aunts and uncles also. Please remember younger children are welcome; however, they are your responsibility, and you need to always keep them with you when within the centre grounds.

Family Communication

Family and centre communication is an important aspect of childcare as it enables educators and staff to provide consistency and continuity of care between the home and centre environments. We provide several opportunities for communicating and exchanging information. You can engage in face-to-face verbal interactions at arrival and departure items with more formal discussion available by appointment. Receipts, newsletters or any written information of importance will be sent via email. Please take the time to read centre emails so you do not miss any important information. A noticeboard which is in the foyer will contain various messages for your information.

Change of Details

It is vital that we always have up to date contact details for you and any other emergency contacts. Remember to update your details with us if they change at any time i.e. a new mobile number, change of address, change of name.

Centre Policies

Policies are provided on a disc within your enrolment pack. A hard copy is situated in the foyer of the centre also. Please feel free to make yourself comfortable and read the policies at any time. As discussed in 'family participation', you will be asked to review the policies from time to time throughout the year to ensure that they are kept relevant and up to date. Any changes that are significant to families will be emailed to them immediately. We value your input and look forward to working collaboratively with you.

Emergency Evacuation and Lockdown Drills

As a part of our regulatory compliance our centre conducts emergency evacuations/lockdown drills a minimum of every month- three (3) months. The drills are conducted at varying times of the day on different days and with a variety of scenarios. Everyone who is the centre at the time of the commencement of the drill must be included in the process. It is important that all stakeholders connected to our centre have a clear understanding of the processes involved and can if required act accordingly during an emergency. Families are asked to be mindful of the process and to participate if in attendance of the centre during a drill.

Complaints Procedure

Should you have any problems or issues with anyone while at Holy Family Early Learning Centre, please speak to that person using respectful communication. If the situation is not resolved, please inform the Nominated Supervisor/Director who will put steps into place to resolve the issues. Please complete the formal 'Suggestions, Concerns and Complaints' form located in the foyer should you not be entirely happy with any issues or outcomes while at the centre.

Medication Administration

From time to time your child may require medication to be administered while at the centre. You will be required to complete one of the medication forms upon arrival. All medication and the form need to be checked by a permanent staff member. No medication is to be left in a child's bag. No medication will be administered to a child unless the parent/caregiver completes the relevant medication forms. Each different medication requires a separate form completed. The medication policy is assessable from the policy disc provided in your enrolment pack. Please take the time to read through it and familiarise yourself with the necessary procedures. Our policy will be adhered to at all times. Cream and lotions forms - apply to non- prescribed creams, gels and lotions that may need to be applied during the child's day in care. This form will include such creams as nappy rash creams, sunscreen and teething gels, stop itch etc. Each cream must have a pharmacy label with your child's details. Staff will adhere to manufacturer's guidelines in all instances.

Short term medications: applies to medications that are only prescribed for a short period of time, such as antibiotics. Parents are to complete a 'Medication Authority' form when requesting that medication be given. The form is to include the child's name, plus the identification, purpose and dosage of medication and the name of the prescribing doctor. The times given are to be reviewed by parent/staff each day that the medication is required.

Long term medications: apply to medications that may be prescribed for administration over a prolonged period on a regular basis, such as asthma preventatives. Parents are to complete a 'Long Term Medication Authority' form when requesting that medication be given accompanied with the required plan/letter from the doctor outlining the health condition being treated, the purpose of the medication, instructions on administration, possible side effects etc. This form must be renewed every six months or if there is any change to the medication, such as dosage to be given.

No medication will be administered to a child unless prescribed by a medical practitioner. If the medication is an over-the-counter drug including Homeopathic, Naturopathic, it must be accompanied with a letter/label from a medical practitioner stating the child's name, dose required and the period for which this dose is required.

No medication will be administered to a child unless presented at the centre in the container in which it was dispensed. Staff will not administer unlabelled medication, out of date medication, or medication labelled for any other person other than the child.

Babysitting

Holy Family Early Learning Centre policy does not allow staff members to babysit children outside of centre care. This is in the interests of ensuring all children are treated in the same manner when in the centre. Due to insurance and Regulation requirements, staff are unable to transport children, except their own, to or from the centre.

Smoking on the premises

Smoking is not permitted on our premises or on the grounds of Holy Family Services by families, staff and visitors.

Students/volunteers/visitors

Holy Family Early Learning Centre believes it is important that those studying early childhood education and care should be able to access appropriate services in which to undertake practicums. For this reason, the centre will each year provide practicum periods for students. They are always supervised, never left with children on their own, or provide intimate routines, such as nappy changes (unless a request is made personally to the parent/caregiver in a written notice). Students will come to us from TAFE, Universities or RTOs. They will be required to observe individual children as a part of the course outline. You may be asked for permission from a student for them to observe your child. Any observations of your child will be supervised by our educators and will only be seen by the student, our educators and the supervising teacher. I would encourage you to assist our students, as every childcare educator has had at some time had to fulfil these requirements to ensure they are capable educators once qualified.

We welcome you and your family with Hospitality, Love and Acceptance.



HOLY FAMILY SERVICES

116-132 Quakers Rd
Marayong 2148

www.holyfamilyservices.com.au

