

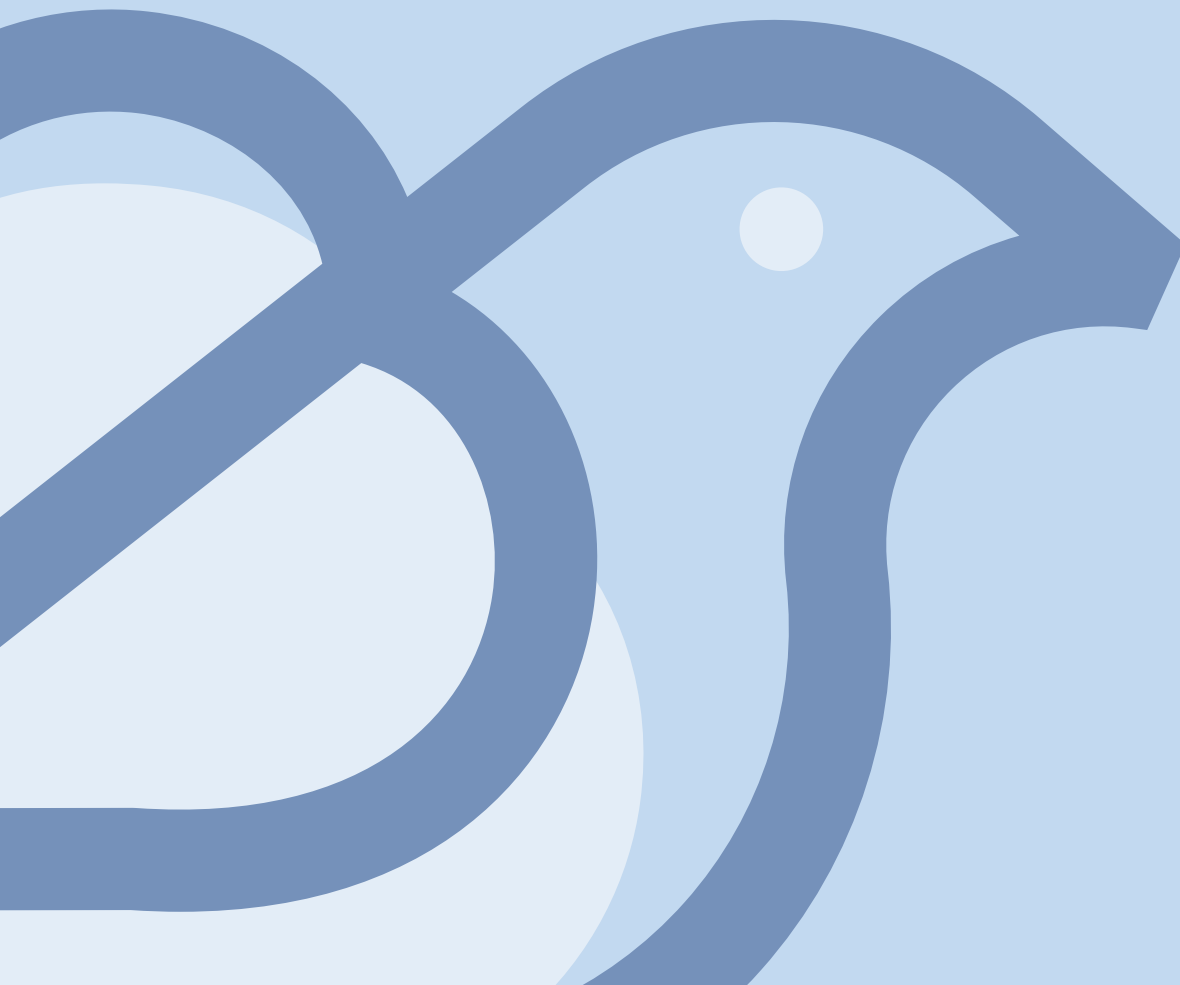


# Handbook.



# Dear Parents...

- We are excited to be working with you to ensure your child reaches their full capabilities in becoming a social, independent, and resilient learner.
- This handbook will explain a little about what we do here, as well as be used as a guide to the daily operations and policies of our centre.
- You will have received this handbook as part of your enrolment package and our staff will be happy to give you an extra copy of any of its contents upon your request.
- For further clarification, or general assistance, our managers are always happy to have a chat!



# Learning starts here!

- The first five years are crucial. Children's brains are extremely sensitive in the formative years of their lives. Scola Early Learning understands this, and reflects it through a carefully designed educational program.
  - Early education is not quite as simple as looking after your child's nutritional and physiological needs; it's about developing a child's mental skills required to thrive cognitively, emotionally, and socially for the rest of their life. With consideration for this, the Scola Early Learning curriculum has been designed to maximise the development of these cognitive, emotional, and social skills which your child will depend on during their learning.
- We respect the child's right to a childhood. We understand the importance of children being given the opportunity to climb and run, to splash in mud, and to mould their environments around them.
  - We want your children to socialise, imagine, and create, together. We recognise that childhood is an important time of life in itself and should not be treated as simply preparation for adulthood.
- Scola Early Learning has been inspired by developmental psychology and pedagogy, as well as looking to the most successful evidence-based early learning programs in the world, to construct a learning program that will leave your child happier, healthier, and more prepared to continue learning than ordinary child care.
  - We are inspired by sociocultural developmental theories to work with parents, work with children, and have your children work with each other to become the most accomplished person they can be.
- Effectively applying such an advanced education and care curriculum requires highly qualified educators, open and ongoing communication with you as parents, and access to an array of advanced resources that will inspire and motivate your child to be self-determined, cooperative, and diplomatic in their learning.
  - Our Early Learning Centre is arranged to provide your child with premium utilities as well as replicating the homely and warm feeling of the family household, all the while maintaining the order and cleanliness that is good not only for your child's physiological hygiene, but also their mental development.
  - Through this your child is able to attain a strong sense of belonging, self-belief, resilience and socialisation.
- We do not believe in assessing your child's progress in the traditional schooling sense, but we do have a strong belief in documenting their development to ensure that they are growing at the highest rate which every parent desires. As part of this, we conduct regular and ongoing interviews with you and your child to design a consistent education that extends into the home.
- Our program encompasses the principles, practices, and outcomes outlined in the Early Years Learning Framework and the National Quality Standards, and goes even further to include global evidence-based practices. These have been supported by years of research and are delivered by our highly qualified, innovative, and ambitious staff.
- Scola Early Learning will endeavour to provide not only the highest level of care for your child, but we will strive to guarantee that your child is capable of reaching the height of their emotional, social, and cognitive development.

# Our teaching, our children, our environment.



## Our teaching

- Children need good role models to learn from. For this reason, we select a very particular team of educators and continue to invest in their development so that they are able to recognise and respond to your child's unique requirements. Our teacher's advanced education is transferable to your child as they provide and demonstrate the resources and experiences designed to boost development and promote lifelong learning.



## Our children

- Humans are innately social beings, and children are no different. Early childhood learning takes place, in part, through socialising with other children. Children are able to collaborate and communicate to scaffold each other's learning through communication, problem-solving as a team, and sharing their skills and experiences. We recognise that each child is unique and has a very specific set of skills which they are able to share with each other.



## Our environment

- The environment in which learning occurs is crucial to a child's development. Creating a homely feeling promotes transfer of knowledge and skills that they have learned with you at home, and the skills and knowledge they pick up at the Early Learning centre. We encourage independence through letting the children choose their own activities. Furthermore, we encourage experimentation and imagination, while fostering a sense of curiosity. Sustainable practices used at your Scola Early Learning centre are not only great for the environment, but encourage your child to think out of the box and consider the multiple purposes that one item can hold.

# Joining the Scola Community

## Orientation, Arriving and Departing

- We understand the importance of feeling confident in knowing that your child is happy and safe in a comfortable environment. For this reason, we encourage all and any interested parents to come in and experience our centre in person. We are happy to have you visit with your children at any hour of the day to get started on their future friendships!
- Securing your place with us requires just a few things:
  - A completed enrolment package found on our website.
  - A copy of your child's birth certificate and immunisation records.
  - A non-refundable deposit of \$70
- We are mandated by law to ensure that all children are checked in and out upon arrival and departure from the centre. Our team will be happy to help you get comfortable with using our system if you require assistance!





# Your First Day

- Joining a new school can be frightening for children, especially in the early years. The sense of familiarity and security that comforters and toys encourage may help your child with their transition. We encourage all children to respect each other's belongings and look after their own. While we do encourage the use of familiar items to assist in the settling in period, we leave it up to the parents to decide what they believe is appropriate to bring to the centre as we do not accept liability for loss of, or damage to, any property.
- On your first day with us, we require the following:
  - **1 A3 art journal**
  - **1 box of tissues**
  - **1 packet of wipes**
  - **1 large sun-cream**
  - **1 box of crayons**
  - **1 box of coloured pencils**
  - **1 pack of gluesticks**
- A big part of our education program encourages play in outdoor and messy indoor environments. We want to promote creativity and it helps to not be hindered by concerns regarding the state of the clothing that your child is wearing. For this reason, we highly encourage that your child wears clothing that you do not mind getting weathered and dirty from experimenting with mud, paint, dirt, or whatever else they choose to get creative with!
- In order to prevent loss or unintentional exchanges of clothing, please label all clothing. Please provide at least two changes of clothes to allow for carefree activity in the messy arenas we like to incorporate. In the case that your child is toilet training, we require that you provide four nappies per day.



# Information for the Parents

## Fee structure and payment

- The following information pertains to the cost of daily and weekly education. We require an in-advance payment equal to two full weeks of fees upon acceptance of a place at the centre. Following this, fees can be paid weekly, or a direct debit can be setup. You will receive your receipt and account statement weekly following payment.
  - **Daily rate: \$180**
  - **Weekly rate: \$810**
- This cost does not include the means tested Centrelink rebate that you may be eligible for. For more information, please visit;  
[www.servicesaustralia.gov.au](http://www.servicesaustralia.gov.au).
- Payment can be made to the following:
  - **Obo Co P/L**
  - **BSB: 016 452**
  - **ACC: 412 709 964**
- We require a \$70 non-refundable deposit upon application in order to confirm your enrolment.
- Enrolments are subject to a two-day minimum.



# In case of an emergency

- We can not stand the thought of any of our children getting hurt. As such, we allocate a lot of our attention to security and safety. That being said, the bumps and bruises that children get while playing and socialising can often be unavoidable. In the unlikely event that your child is severely injured, we will contact you and either coordinate collection or medical attention. Any minor incidents will be attended to by a qualified staff member who will administer treatment and prepare an incident report form.
- If your child becomes unwell while under our supervision, you will be contacted and asked to collect your child. A child is not allowed to attend the centre without the written approval of a medical practitioner if they are suffering from:
  - **Ear, eye or nasal discharge;**
  - **Rashes;**
  - **Abnormal temperature (above 37.5C);**
  - **Infectious sores;**
  - **Any other symptoms of transferable diseases.**
- In the case that your child suffers from a gastrointestinal infection, they will be required to remain away from the centre for the 48 hours following symptoms halting. We are averse to the spread of preventable disease, and this is just a preventative measure. In acknowledging that we want to prevent diseases and disorders where possible, we strongly encourage all parents to fully vaccinate their children as per their medical practitioner's advice. While we are mandated to accept the enrolment of unvaccinated children, the Australian government withholds the right to refuse payment of your Child Care Rebate in the case that you fail to vaccinate. For more information about this, and other government incentive matters, please visit; [www.servicesaustralia.gov.au](http://www.servicesaustralia.gov.au)
- If your child requires medication while at the centre, we require that you fill out and return one of our medication forms to a qualified staff member or manager.
- As a safety measure, please ensure that no medicines are left in your child's bag.





# The next stage of learning and life!

- It is always a pleasure to see our children graduate into the next stage of their learning career. We are confident that our educational program, and their hard-work and enthusiasm, will ensure that they're able to exceed in not only the next stage of their learning career, but also in their social and emotional lives. Any member of our team will be able to assist you in choosing the appropriate school for the next stage of their education, if you desire assistance.
- In the case that you wish to cancel your child's placement, we require four weeks of written notice to be given to the manager of your centre.