Welcome...

RAINBOWS Holy Family Early Learning Centre offers an educational care program for children aged three to five. To ensure that your child experiences the full range of educational activities that are planned throughout each session, a minimum attendance of four hours is recommended. Whilst family circumstances and requirements for childcare differ, ideally children younger than four should attend two full days initially, progressing to full time attendance. By the age of four we encourage full time attendance to ensure the best preparation of your child for school life.

This handbook provides you with information about RAINBOWS Early Learning Centre and should be read in conjunction with the Holy Family School Handbook.

We encourage parents to be involved in the life of the Centre as much as possible. However, we also understand that parents share many other commitments. We value your support and contributions, which assist us in maintaining a high quality of service to your family. To ensure we provide the highest quality care and education, we follow established guidelines, policies and procedures, which are based on our philosophy.

We hope your association with the Centre is an enjoyable one and we look forward to working with you. We would like you to feel that the Centre and its activities belong to you as well as to the children. You are always welcome to spend time in the Centre with your child.

RAINBOWS STAFF
Rainbows Philosophy

- Being, Belonging and Becoming are the elements from which we have built the foundations of our philosophy. These elements ensure that children are able to engage in meaningful activities which enable them to fulfil their potential knowing that they are loved and valued for their individual strengths.
- We believe positive relationships are formed between staff and families by ensuring there is good communication, teamwork and collaboration and sharing of cultures by all parties. We understand that families are the first and foremost educators of their children and we encourage families to be active participants in the centre.
- We believe that a play based curriculum which provides choices, empowers children, promotes positive peer relationships and encourages thoughts, questions and imagination.
- We believe that children are confident, involved learners who are able to construct their own knowledge of the world around them.
- We believe the environment acts as third educator, hence we work towards providing an environment that is inclusive, sustainable, inviting and reflective of family cultures and the community around us.
- We believe that documenting individual learning leads to informed decision making and planning for future experiences for the children.

Reviewed and updated May 2015 in consultation with staff and families
GOALS

Our goals are to:

- Provide a rich variety of experiences where children can explore, talk, share, play, sing, laugh, dance, listen, create, experiment and develop problem solving skills.

- Challenge children and encourage them to believe in themselves and their abilities, take risks, grow in self-confidence and develop to their full potential.

- Welcome parents and encourage them to become actively involved in the life of RAINBOWS.

- Create an environment in which staff, families and children maintain open communication at all times.

- Model the values of love, justice and respect for all through our daily interactions with staff, children and families.

Regulations
Where we refer to regulations in this Handbook we are referring to Education and Care Services, National Regulations December 2013 and as amended from time to time. A copy of these regulations is kept on site at Rainbows.

ORGANISATION & POLICIES

Hours of Operation

Monday to Friday: 7.30am – 5.45pm.
Closed on Public Holidays.
Closed for a nominated period prior to Christmas and up to New Year.
(Regulation 11)
Staffing

School Principal: Mr Shane Donohue  
Director: Ms Michelle Shaw  
Pre-School Teacher: Ms Shona Gower  
Early Childhood Educators:  
2IC: Ms Buffy Angel  
Mrs Benilda (Eda) Aralar  
Mrs Marian Muttukumaru  
Miss Alana Kirby  
Miss Courtney Sharples  
Ms Lisa Shepherd  
Miss Jasmin Bonson  
Miss Jerri Withell  
Mr Orlando Gabrielle  
Ms Helen Raikonen  
Miss Megan Halvorson  
Cook: Mrs Trisha Day  
Finance Officer: Mrs Janet Kirby

All Rainbows staff are dedicated to providing your child with quality care and education. Staff are required to hold a current Senior First Aid Certificate, anaphylaxis and asthma management and Fire Awareness Certificate. Relief staff may be employed when permanent staff are sick or on holidays. Staffing ratios are in accordance with the Care and Protection of Children Act. All of our staff are committed to ongoing training and professional development.

Enrolment

Enrolments will be accepted according to the Commonwealth Government “Priority of Access” Guidelines. Full-time, full day care is available for children aged from three to five. Permanent changes in enrolments may not be possible until vacancies occur. Public Holidays cannot be substituted for alternative days as the Centre maintains only permanent bookings. An interview is conducted with each family prior to admission at which time parents will complete all necessary documentation for enrolment. Parents are provided with a copy of:

- Rainbows ELC handbook
- Enrolment form
- Immunisation advice

Parents are required to return the enrolment form and relevant documentation to the Early Learning Centre one week prior to commencement day.
Orientation

A visit to the centre is part if the initial interview and one of the educators will spend some time showing them around and answering question. This enables parents’ carers to see the facility first hand and ask questions about what they see and how their child may fit in. Parents are encouraged to return to the centre with their children and spend time together at the ELC to assist with the settling in period. We are fully aware of the emotions involved in leaving/being left in childcare situation and discuss with parents the strategies Educators can use to help their child/ren (and parents transition) to the new environment.

Fees - 2017

Weekly – Full-time $375.00
Daily $ 85.00
Two weeks in advance needs to be paid at time of enrolment

- All payments can be made at the front office of the school.
- Please contact the Finance Secretary as soon as possible if there are any difficulties meeting payment commitments.

Bank details:
BSB: 085-933
Account no: 39-895-1665

Parent grievance procedures/ conflict resolution:

All staff shall foster an atmosphere in which parents feel free to outline a grievance in the knowledge that they will be dealt with fairly and sympathetically. It is essential that matters be investigated until the complainant is satisfied with the outcome.

1. Discuss the problem with a staff member
2. If not satisfied contact the Assistant Director Michelle Shaw 89 276188.
3. If you are not satisfied address further with the Principal Shane Donohue 89 276188
4. If the problem still hasn’t been resolved write the grievance down in letter form to the Director or Principal
5. If you are still not satisfied please contact the approved Provider Michael Avery at CEO on 89 841400
6. The complainant may also choose to contact Quality Education and Care on (08) 89 993561.

**Child Care Benefit/ Allowable Absences**

Childcare Benefit is paid for up to 42 absence days for each child per financial year. Absence days are referred to as “initial 42 days absence” in the family assistance law.

Each child receives a new set of initial 42 absence days at the beginning of the financial year, (July 1 – June 30th). These absence days cannot be reported before a child has begun care or after a child has left care.

Once a child has reached the allowable absence threshold a dr’s certificate can be provided to allow extra absences.

**Sick Days**

If your child is sick, please contact the Centre. A doctor’s certificate is required, after the 42 initial days are used to be eligible for Centrelink rebates.

For more information contact Family Assistance Office (FAO) on 136150.

**Holidays**

Written notification of holidays is required at least one (1) weeks in advance to assist us with staffing and food arrangements. A reduction in fees of 25% whilst on holidays is offered for the first 5 weeks per calendar year. A holiday form must be completed and signed by the parents/guardians and given to the Centre or school office. Holiday forms can be requested from any staff member and also accessed on the online portfolios, or at the Office. To be eligible for the reduction in fees the period must be equivalent to a minimum of one week of booked care taken at any time.

**Change of Booking**

A form needs to be completed to change a booking. Please note that this is a Government requirement.

**End of Care**

Written notification is required at least two (2) weeks, or more, prior to the child’s last day. A “Notification of End of Care” form must be completed and given to the Centre or the Office. If two weeks notice is not given you will still
be charged for the two weeks care at full rate as it does not attract centrelink rebates if the child is no longer attending.

**If your child is leaving the Centre to attend Transition at Holy Family School, a school enrolment form must be completed and given to the school office before your child may begin the school year. If a form is not completed you may be charged full fees.**

### Delivery and collection of children

To ensure that children arrive and depart safely and happily we ask that:

1. Parents only use the main entrance to the Centre via the school courtyard.
2. Children are always escorted to a staff member on arrival and never left at the gate.
3. Parents acknowledge the child’s arrival and departure with a staff member.
4. Parents **sign children in and out** on the sign in/out register **each day** (this is a most important legal document).

If you are unable to collect your child from the Centre, please call or notify the Centre in writing as to who will be picking up your child. This person must be (over 16) and an authorised person noted on your child’s enrolment form and he/she will be asked for identification on arrival at the Centre.

Please note that the Centre is not legally open until 7.30am, therefore you cannot drop your child off any earlier than this. If you are going to be late any time, please contact the Centre on 89276188, after school hours you will be given an option to go through to the centre phone. The centre closes at 5.45pm. *(Regulation 99)*

*Please note that if you are late picking up your child, the Centre reserves the right to charge a late fee.*

**Our late fee is $5.00 per minute.**

### Car Parking

Car parking is available in the main car park in front of the office. **No parking is allowed in the School drop off/loading zone at any time, as it congests the flow of traffic and may endanger children in the area.** Please exercise considerable care in either area, as there are many pedestrians and children can be very unpredictable. Please observe the 5km/hour sign. The centre is only accessible through the school office between 8.30am and 2.45pm daily.
Saying Goodbye

It may be difficult to leave your child at the Centre for the first time. Staff understand it is as hard for parents as it is for children, so please call if you would like to check on your child.

Here are some suggestions on how to leave your child:
- Say, “Goodbye, I’m going now and I will be back this afternoon”.
- Give them a kiss and a hug, then leave.
- Don’t leave then come back if you hear your child crying. This confuses children and just makes it harder for you to leave.
- Always farewell staff so that they know you are leaving. This is a signal for them to give a little extra support to your child should they need it.
- Parents and children need time to adjust. Allow time so your child can show you things and places that interest them on your arrival and departure.

Toileting

Please note that our Centre does not have the facilities for nappy changing. It is essential that children coming to Rainbows are already toilet trained. Staff will assist children to change (please remember to include labelled spare clothes in your child’s bag) if they have little accidents and will help the children to become more independent with their dressing skills.
(Regulation 77)

Uniforms

We recommend that all children wear the Holy Family School’s uniform. This can be purchased through the front office. Please include a change of clothes in your child’s bag.

We recommend children wear the school hat as it is safer for play in the sun. Please provide a labelled hat to keep at the Centre. Children must wear a hat and sunscreen at all times when outdoors. Please inform staff if your child is allergic to any sunscreens.

Please ensure your child has comfortable sandals, sneakers, boots or shoes. Children’s shoes need to stay on their feet as they are running, climbing, jumping and crawling. Girls’ high heel or platform shoes are not permitted as they are too dangerous.
Please remember to label **everything** that comes to the Centre including socks, bags etc.

**Water Play**

Water Play Day is Friday. Please provide your child with bathers, a T-shirt and a towel all clearly named. Also, please include a plastic bag for the wet clothing.

**Bike Day**

Children are invited to bring their bikes to the Centre on Tuesdays and Wednesdays. Please park them in the bike rack in the playground when you arrive. Do not leave them just inside the door as this creates a trip hazard. Children will only be allowed to ride bikes if wearing their own bike helmet. Bikes are not stored by the centre and are required to be taken home as they will not be safely secured at the end of the day.

**Lost Property**

Please check the lost property box regularly. Naming all items including socks, shoes and underwear helps staff in locating owners of lost property. The Lost Property Box will be emptied fortnightly. A note will be on the white board prior to disposing of any lost property.

**Parent Information**

Please check your Parent Information Pocket (outside the front door) for notices and read the Parent Information board each day. Rainbows updates sometimes feature in the school newsletter, which is sent home every Wednesday. A Rainbows newsletter is also sent home once a term. The centre uses an online portfolio system Childcarers and this is also used as a communication tool for parents to advise them of happenings news, current events. It is a two way system where you can provide feedback to our centre as well. There is a Parent Communication Book situated next to the sign in/out register, so if there is anything you would like us to know, please use this book. Please read all notices and signs in the Centre and feel free to provide us with feedback in the suggestion box near the sign in area. On commencement at the centre, the family is given an orientation package.

**Developmental Groupings**
These groupings are flexible according to the child’s requirements. Usually, the three year olds and part time 4 year olds are placed in the Frillies group and the full time four year olds are placed in the Geckos group. However, due to the flow on to Transition the following year, the children in the Geckos group usually need to turn four before 30 June of that year and be attending fulltime. This may be varied if vacancies in numbers allow for children to transition to the Gecko’s group earlier. Children beginning Transition the following year need to turn five before 30 June. Please note that children do not automatically move from Frillies to Geckos as soon as they turn four. It depends on their developmental readiness and how often they attend the centre.

We offer a pre-school program Monday to Friday mornings for our full time Geckos.

**Routine**

Our daily routine enables us to provide a stable learning environment for all children. The routine reflects the individual needs of the children as well as the group as a whole. During group activities, children may be placed in their developmental groupings of the Caterpillars and the Butterflies. Our routine is as follows and is also displayed in the centre.

- **7.30** Centre Opens
- **8.00** Centre Opens
- **8.30** Centre Opens
- **9.00** Centre Opens
- **9.30** Wash Hands
  MORNING TEA
- **10:00** Indoor/Outdoor Group Activities
  Frillies structured learning activities
  Wash hands
- **11.45** Split lunch – wash hands -Frillies lunch
  Clean up after lunch and then rest quiet time
  after lunch
  Wash Hands
- **12.15** LUNCH – Geckos lunch and mat time
  Quiet Time/Sleep Time begins
- **1.00** Inside/Undercover Group Activities
  Groups combine & participate in a variety of programmed activities
2.30 Mat Time
Apply sunscreen
Wash Hands
Afternoon Prayer
AFTERNOON TEA
Outdoor Activities

245 Quiet Play under the verandah or inside
4.45 Indoor activities
5.30 Centre Closes

Our routine is flexible and may change to suit the children, the weather or to include school events.

**Parent Participation**

Parents are always encouraged to participate in the program by sharing special skills, e.g. cooking, puppet making, music etc. and also by collecting recyclable products for art and helping with fund raising events. Your involvement helps us provide an enriched learning program.

**Excursions**

We believe that excursions are an integral part of children’s learning. A local excursion form is included on enrolment form which covers outings to different areas of the school. Other excursions may be to the museum, shopping centre, the beach, a park or to a concert or event that is being held in Darwin. We will notify you if an excursion is coming up and you will need to sign a permission sheet before your child can attend. Parent participation is highly appreciated when taking groups on excursions to assist with supervision. A risk assessment is undertaken for every external excursion. Parent assistance is actively encouraged for all excursions.

(Regulation 99)

**Behaviour Management**

We aim to provide a safe, happy learning environment for all children, staff and parents at the Centre. Therefore the following guidelines apply:

- Positive guidance directed towards acceptable behaviour with praise freely given.
• Discipline will always be very constructive:
  o Suggesting alternate acceptable behaviour
  o Keeping the child busy by re-directing them to alternative activities.
  o Talking with the child about feelings and the consequences of their behaviour.
  o Focusing on the behaviour and not on the child.

• Behaviour guidance and management strategies should be framed in positive language to enhance the child’s self esteem, encouraging the children to believe that acceptance does not depend on their behaviour.

• The environment will be arranged so that disciplinary problems can be minimised by:
  o Ensuring the activity is supervised adequately, and it is developmentally and age appropriate
  o Ensuring that there is convenient storage available so that the children may easily assist with “packing up” and activity selection
  o Ensuring that there is a balance of quiet and active “user friendly” spaces for indoor and outdoor play.

The children are involved in the development of the group’s behaviour guidelines.

Major incidents of inappropriate behaviour will be dealt with by following the Remind, Warn and Act procedure that is used within the school.

**Major incidents include:**

- Offensive behaviour – language, actions
- Bullying/harassment/teasing
- Violence, including biting
- Damage to property
- Disrespecting staff

1. **Remind**
   o A reminder of the rules. There is an opportunity here for the child to make a better choice.

2. **Warn**
   o Warning of consequence.

3. **Act**

13
“Time beside me” is given for a short period of time to be specified by the staff member present. Children do not leave the room for time out, but sit (on the Thinking Chair) away from the group beside a staff member. It may be appropriate for the child to decide when he/she is ready to return to the group.

All major incidents will be reported to parents when the child is collected.

There may be times when a child is sent home due to extreme, repeated behaviour that is causing harm to other children (eg biting). It may then be appropriate to meet with parents about any behaviour causing concern and to complete a “Collaborative Individual Learning Plan”. It is always the aim of the Centre to work with parents to achieve the best outcome for their child.

**Birthdays**

We encourage parents to let children share their special day with friends. Most children like to bring a cake; however, fruit can make a lovely change. Please check with staff to determine what would be most suitable.

**Treasures from Home**

Children are not encouraged to bring toys from home to the Centre. Toys from home cause unnecessary conflict between children and they tend to get lost or broken. If toys are brought in, they will be taken away on arrival and put in the “Toys from home” box, for parents to collect later.

However, as part of our program we may invite children to bring a special item in for a “show and tell” session. On these occasions, please clearly write your child’s name on the item. **Show and tell day will be advised each term.**

**Changes to Information**

Please notify us promptly of any changes to information regarding your child. Change of contact numbers, address, employer and persons authorised to collect your child are most important so that we are able to contact you at all times.

**Authority to Administer Medication:**

If a child requires medication, a medication record authority to administer medication form must be completed and signed by the parent. If your child will
require medication every day or most days (i.e. Ventolin puffer, antibiotics etc.) you will need to complete a “Long Term Medication Authority” form. Please ask staff for a form. In the case of Ventolin for management of asthma, an asthma plan must be completed by the doctor and parent with details of how this is to be administered. This is also applicable for children who are at risk of anaphylaxis. These plans are then placed in the storage area for staff to view readily.

Over the counter medication cannot be given by staff and prescriptive medication must be clearly labelled and named with the doctor’s instructions. Prescriptive medication will only be given for the named prescribed person. All medication is locked away from the children. Medication is not to be sent in children’s bags at any time. (Regulation 92, 93, 94, 95)

Accidents/Incidents

Staff members record any accidents on an Incident, injury trauma and illness record. If your child has been hurt during the day, you will be asked to sign this document at the end of the day, so that you are aware of any incident involving your child throughout the day. If necessary, you will be contacted to collect your child. If you cannot be contacted, your emergency contacts will be called. If they are unable to be contacted, we will seek medical attention for your child. Any medical expenses incurred will be the parent’s responsibility. All incidents will be reported to parents when they collect their child. As a courtesy we now phone all parents if their child has sustained a head or eye injury. There may be other circumstances where the certified supervisor also chooses to notify a parent of an injury by telephone. (Regulations 85, 86, 87)

Hygiene

Strict hand washing procedures are implemented. Children will be encouraged to wash and dry their hands before and after meals, after using the toilet and after messy activities. We encourage you to continue this practice at home. (Regulation 77)

Sick Children/exclusion

We are sure parents would appreciate our concern for protecting the health of all children attending the Centre. The Assistant Director reserves the right to send home or refuse attendance to any child who is considered too unwell to attend, or whose illness may affect the health of other children. In cases where a sudden
illness occurs, or where the Director considers a child to be showing signs of infectious or contagious diseases (e.g. mumps, measles, chicken pox, school sores etc.) the parents will be notified immediately and asked to collect their child. Infectious children or adults are not permitted to enter the centre until they have been cleared by the exclusion policy (Regulation 88)

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion From The Centre</th>
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<tbody>
<tr>
<td>Chicken Pox</td>
<td>Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in unimmunised children and less in immunised children.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from the eyes has ceased.</td>
</tr>
<tr>
<td>Diarrhoea and vomiting (gastroenteritis)</td>
<td>Exclude until bowel motions have returned to normal and at least 24 hours after the last abnormal bowel motion.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until a medical certificate of recovery is received following at least 2 negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before seven days after onset of illness or jaundice.</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Exclude until treatment has commenced. Sores on exposed surfaces should be covered with a watertight dressing.</td>
</tr>
<tr>
<td>Influenza</td>
<td>Exclude until child feels well. No coloured discharge from the nose.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least four days after the onset of the rash.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days or until swelling has gone (whichever is sooner).</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Exclude until the day after appropriate treatment has started.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of the rash.</td>
</tr>
<tr>
<td>Whooping Cough (Pertussis)</td>
<td>Exclude until five days after starting appropriate antibiotic treatment of for 21 days from the onset of coughing.</td>
</tr>
</tbody>
</table>
* A full ‘Time Out’ list is available in the centre for children or staff with, or exposed to, infectious diseases.

**Nutrition**

Meals are prepared at the centre. We aim to provide a nutritionally balanced menu, including, morning tea, lunch, afternoon tea on a daily basis. These meals and snacks will be appropriate to the children’s developmental needs and supply 50 to 75 percent of the “Daily Recommended Nutritional Requirements”. Fruit will always be offered at the end of every meal in accordance with our dental policy. Cooking activities for the children are also planned regularly and the products shared.

Drinks are available at each mealtime and cold water is freely available. Children are encouraged to drink regularly from the bubbler during the day. Please **do not** send water bottles or milk bottles with your children as the staff can not guarantee that other children will not try to drink from them as well!

Breakfast may be brought into the centre but must adhere to our health nutrition policy and cannot include nuts.
If you have any concerns regarding your child’s nutrition, the meals provided or allergies your child may have, please let us know. A weekly menu is posted on the noticeboard.  
*(Regulation 78,79,80)*

**Sleep/Rest Times**

If your child usually requires a rest during the day, please let us know the times and normal requirements for going to sleep. Our quiet res/relaxation time is from 12.15 pm daily. At times, rest or sleep is offered if the child appears particularly tired or upset. If you require your child to have a sleep, a mattress and bedding will be provided. It is your responsibility to supply a small cushion for your child which will then be placed in individual bags with names on them. Bedding will washed weekly at the centre and mattresses will be sanitized daily.  
*(Regulation 81)*

**Sunsmart policy**

All children will apply sunscreen prior to going out in the afternoon and parents are advised to apply sunscreen prior to arrival at the centre in the morning. The
centre has a no hat no play policy which means the children will need to stay undercover if they do not have a hat for outdoor play.  
*(Regulation 77)*

**Parental involvement in the centre**

Parents are encouraged to participate in the life of the centre, this can occur in a variety of ways.

- Parents are welcome to stay and spend time reading or generally interacting with their children.
- Invited to join in excursions
- Share their cultural backgrounds with the service
- Encouraged to attend the centre for special occasions
- Invited to offer their interests and skills and participate / contribute to the program for their child and the group as a whole.

**Changes of contact details**

Please notify us promptly of any changes to information regarding your child. Change of contact numbers, address, email, employer and persons authorised to collect your child are most important so that we are able to contact you at all times.

**Programming**

Our centre uses the Early Years Learning Framework for programming. Educators develop early learning programs that are responsive to children’s ideas, interest, strengths and abilities in the context of their families and communities.

The Framework outlines a vision and an education program that promotes well-being and learning in a culturally responsive, safe and supported setting. It describes the early childhood years as a time of belonging, being and becoming.

Early learning programs must have value and support play as the vehicle for developing children’s thinking, communication and social skills. They must be implemented in partnership with families.

The Early Years Learning Framework (EYLF) focuses on the following outcomes:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

(Regulation 73,74,75)

**Educational Experiences**

This time has been allocated for specific and direct teaching. At this time, the group is split into two developmental groups to enhance the children’s learning. The *Rainbow’s Frillies* and the *Rainbow’s Geckos* are often involved in similar group activities, but Geckos take part in a structured pre-school program, the emphasis changes to suit the level of development of the groups. Children may participate in prayer and liturgy.

**Assessment and reporting to parents / Observations**

Reporting to parents is an ongoing process and you are welcome to speak with Educators at any time about your child/children’s progress. Occasionally they may not be able to spend the time discussing this with you due to staffing ratios’ however an agreeable time will always be organised if this is the case. Throughout the year we develop learning stories. From these stories we create programs that develop children’s interests while also addressing their needs. Your child’s stories will be kept in their folder in the room in addition to examples of work and children profiles/interviews and will be available for your perusal at any time. We welcome your input into the portfolios and encourage feedback. The children will bring these portfolios home at the completion of the calendar year.

If your child is found to have needs in any area, we will notify you and with your permission to access expert advice thorough Early Childhood Australia inclusion support team and the early intervention team at u can be sought through the Northern Territory Government Children’s Service’s Development Team.

(Regulation 74,75,76)

**Quality Improvement Plan (QIP) and Assessment Rating Process**
The centre participates in the QIP Assessment and Rating Process. Policies and procedures and the improvement plan are constantly reviewed and revised as necessary.

(Regulation 55,56)

**Child protection/ mandatory reporting, confidentiality**

Any person who believes on reasonable grounds that a child is suffering (or has suffered ) maltreatment is required to report this fact to either an officer from Office of Children and families Child protection team or a member of the police force. Failure to comply with these provisions of the Community Welfare Act can result in a penalty.

Child protection hotline number: 1800700250

This service refers to the Catholic Education Council Policy statement, Policy and procedures for the identification and notification of child abuse and neglect... every employee is provided with clear written guidelines /legislation detailing what information is to be kept confidential, what confidential information they may have in order to fulfil their responsibilities, how this information may be accessed and who has a legal right to know particular information. Confidential conversations that educators have with parents, or the Director/Assistant Director has with educators will be conducted quietly and away from others

(Regulation 84)

<table>
<thead>
<tr>
<th>WHAT TO BRING</th>
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<tbody>
<tr>
<td>1. A bag with a spare clothes and a few spare sets of underwear.</td>
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<tr>
<td>2. A hat to leave at the centre.</td>
</tr>
<tr>
<td>3. A pair of shoes</td>
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</tbody>
</table>

**PLEASE ENSURE ALL PERSONAL ITEMS ARE CLEARLY NAMED**

*Please feel free to discuss any aspect of your child’s education or development with any of our staff.*