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Dear Parents,

Welcome to all our new families and returning families to the centre this year. We pray you had a wonderful Christmas with family and friends and are looking forward to a fantastic year ahead. Our team of dedicated staff are eagerly looking forward to a fun year, where the children will enjoy many new adventures, experiences and learning along with new friendships that will be formed.

Educators in their daily role use a range of strategies to support children's learning in literacy and numeracy. This is done through play, intentional teaching, rich learning environments, holistic approaches and being responsive to children's strengths, abilities and interests. Educators assist children not only to increase their educational ability but also most importantly their social abilities, to enable them to transition to school with ease and confidence.

As always we have an exciting and very busy year planned with many activities occurring on a day to day basis. Once school commences extra-curricular activities for example, Physical Education, Library visits and of course our regular Pastoral visits with Pastor Kathrin will commence. We welcome your input and feedback into our program and hope you enjoy the journey as we do each year.

The Centre newsletter is produced four times a year and will be emailed at the beginning of each term. A class news update will be emailed by the teachers each week which will be filled with many great adventures, experiences and funny stories. In the coming months these newsletters will be available through the Parent Lounge where you will have access from late January onwards. Keep an eye out for the email with your log in details coming soon.

At Immanuel Early Learning Centre we greatly appreciate the sharing of each family's culture and language with us, to increase our understanding and to recognise and appreciate diversity. If your family celebrates a special event please share it with us. The staff and children welcome parents to visit, spending time reading stories, playing musical instruments, singing and cooking with them. If you have a special talent that you would like to share, please let us know so that we can arrange a time for you to share that special talent with the children.

This year we will be undertaking an extension to the centre that will include an additional classroom and staff planning room. We are expecting this to commence sometime mid-year for use at the beginning of 2016. We will keep you updated throughout this process. A management plan will be in place to ensure that the extension does not impact on the day to day running of the centre.

Please take the time to read the following important information regarding your child's enrolment at the centre. Your understanding will assist us in our daily role. Do not hesitate to ask any questions you may have, we are here to assist you in every way possible.

We wish you an enjoyable first term at the centre.

God Bless

Annette

Immanuel Early Learning Centre Annual General Meeting (AGM)

Parents are invited to attend the Annual General Meeting which is to be held Monday 9 March commencing at 5pm. If you would like be part of our committee please come along. Our first committee meeting for the year with the current committee is scheduled for Monday 9 February from 5 - 6pm.

Extra-Curricular Activities

Early in February once the College has resumed we will begin our extra-curricular activities. These include a visit to the Library and Pastoral care provided by Pastor Kathrin each week. Also for the children in both Kindergarten groups, Mr Johnson will be providing a Physical Education session weekly during each of the school terms. Information on the days and times of these sessions will be provided shortly.

Dates for your diary:

The centre will be closed for the following public holidays

- Monday 26th January – Australia Day
- Friday 3 April – Easter Good Friday
- Monday 6 April – Easter Monday

Parking and arriving at the centre - For our new families please note that parking is available for your use in the carpark close to the centre accessible from the Wises Road entrance. This has been designated for drop off and pick up of children to the Early Learning Centre in the mornings and afternoons. Times are displayed on the car park signs. There is also a car park at the rear of the College accessible from Rim Rd, Buderim. If you can avoid school drop off and pick up times you will find traffic is less congested.

On arrival and at pick up times, please ensure that you sign your children into and out of the centre correctly. This is a legal requirement and must be completed by filling in the time, printing full name and signature. When your child is absent through illness or holidays on their normal days you will be required to place your signature on the roll where we have written absent. If you forget, the previous day's rolls will be tagged and placed in your child's room so that you can sign on your next visit.

Between 4.00pm to 6.00pm each day all children remaining at the centre are combined together in one classroom that is rotated each week. If you arrive after 4.00pm please look at the window above the sign in/out sheets where a sign is placed indicating the room the children are in for this time period. We also ask that you ensure that the doors are always closed behind you including the sliding doors to the verandah. Children get very excited when parents are coming and going and love to run to you when you arrive.

Sibling children (school children)

Sibling school children who do not attend our centre are welcome to come into the centre at pick up and drop off times **but must wait quietly in the foyer area until you are ready to leave**. It can become extremely busy at these times and extra children in the room compromises our child to staff ratios for our licence.

Reporting illness

Please remember, you play an important role in keeping all of our children healthy as well – this is a part of your partnership with the centre. Please tell us as soon as possible when your child is ill. Many families either give us a quick phone call or send an email. This advises us of the absence, as well as letting us know of any symptoms. We can then monitor this and see if there are any other similar cases of illness and tighten exclusion times as required.

We follow Department of Health guidelines regarding cleaning and disinfecting. This means that we minimise the use of toxic products around your children, washing toys, rooms etc. with neutral detergent and hot water. Only when there is a report of a communicable illness, do we increase this regime to include a heavy solution to kill germs on all toys and surfaces. It is a delicate balance we try to achieve and it requires your help.

Medication

Our Medication Policy advises the limitations for administration of Paracetamol and other similar pharmacy supplied (S2) and Pharmacist only (S3) poisons. The National Law and Regulations requires each child care centre to comply with certain obligations under the Law. Our Policy states;

- Children who are sick should not attend the centre.
- Children requiring antibiotics must be excluded for 24 hours to allow medication to take effect.
- If a child becomes sick during the day they will be sent home.
- Only medications prescribed by a medical practitioner will be administered to children in care. The prescribing doctors instructions must include the:
 - Name, form and strength of the drug
 - Route of administration of the drug
 - Frequency of administration of the drug

Please read your parent handbook in relation to Medication.

Toys

Although children love to show their friends their favourite or new toy, they become devastated when the other children want to share, take or break their toys. Please keep them at home, rather than risk damage or loss. From time to time we have Show and Tell. On their special day children can then bring in their item or toy to show the class. Your teacher will tell you what day that will be.

ELC Shirts

The new ELC shirt is available for purchase. These shirts will be compulsory from 2016. All new families this year receive one as part of their enrolment package. Should you wish to purchase one or additional polo shirts please do so through the College Uniform shop.

We do have a limited supply of the old T-shirt style now for only \$10.00 each. Please come and see us at Admin.

Parent lounge access for digital portfolios

Shortly you will be emailed a username and password for logging into the Parent Lounge for your child's portfolio at QKeYLM. This login allows parents to review their child's online portfolio on activities and learning outcomes of the educational curriculum via the web. In the coming months there will be a smart phone App that you can download to your smart phone to access your child's portfolio while on the go.

Educational Program

As you are aware the centre is open from 7.30am to 6pm Monday to Friday. The core component of the educational program is between 8am to 4pm when the teachers are in attendance. During the terms when

the specialist activities are held, it is imperative that you child is at the centre before 9am to ensure they do not miss out on these activities. The teachers will let you know shortly what days these activities are on.

Feedback and Review

Attached with this newsletter is a copy of our Centre Philosophy that we are currently reviewing as part of our Quality Improvement Plan. If you have any ideas or suggestions that you would like to feed back to us we can incorporate these into the review and update of this philosophy.

As a team we are also looking at ways to improve our current outdoor area to be more of a natural environment. Staff have been gathering ideas, photos and designs so that we can incorporate into our quality improvement plan to work towards. This is a goal that we would like to work on after the extra room extension. Again we would love to hear your ideas and suggestions on how we can improve this area for best outcomes for children.

All ideas and suggestions can be emailed to us at the centre.

Staffing

Our legislative requirement in relation to staff for the 3-5 year age children is 1 staff member to 12 children. For the 2 ½ - 3yrs of age children, it is 1 staff member to 8 children. This year we have increased our staffing within the rooms to bring down the staff to child ratio as part of our quality improvement plan to provide children with a high level of quality care thus increasing the education outcomes for children and increased staff welfare. The rosters are set so that three staff are in each room from 9am to 3pm for the busiest part of the day. This also allows the rooms to cover their own staff lunches and programming time without bringing in casuals. When one staff member in a room is on leave, the child to staff ratios will resume to the legislative requirement. This year we welcome on board a new teacher, Melissa Croser who replaces Kirsty Lowe. On the last page of the newsletter (page 5) you will find little snippets of interesting information about our staff.

Staff Changes

Finally, from time to time there will be staff changes during the year when staff are sick or on leave or attending professional development (PD). In each newsletter we will endeavour to notify you in advance of these changes.

19 – 30 January – Kelly on leave

20 January – Wendy on PD

22 January – Poh Lin on leave

20 February – Melissa on PD

2 – 6 March – Rebecca on leave

13 March – Melissa on PD

1 – 7 April – Annette on leave

From all the team at ELC, we wish you a warm welcome and a great fun filled year ahead.

Proverbs 22:6

Start children off on the way they should go, and even when they are old they will not turn from it.